**Procurement Method Report $100,000.00 or Greater**

Use this form for Procurements (purchases/orders) in the amount of $100,000.00 or greater.

Subrecipients shall accomplish **three (3)** requirements with this form: **(1)** identification of procurement method, **(2)** SAMS check, and **(3)** certification signature. (Project Manager’s signature is adequate certification that competition was done, and that the Subrecipient is complying with the most stringent procurement procedures-whether federal, state, or local).

**Reminder:** Procurements must be conducted applying the most stringent of applicable procurement requirements (whether federal, state or local). Jurisdictions must adhere to their local requirements for all procurements if they are more stringent than those listed below.

**Subrecipient:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grant Award/Disaster Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PBD/PW/PJ:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Procurement Method (per each Purchase/Order)**

***This may include multiple invoices for each purchase or order.***

***NOTE: DHS&EM will no longer approve (nor reimburse) this type of procurement after the purchase is made. There are two separate approvals for this procurement. E-mail to mva.grants@alaska.gov for approvals.***

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| **$100,000.00 or Greater** | |
| **1.** | Attach the following:  Copy of Proposed Invitation to Bid or Request for Proposal document  Copy of Proposed Advertisement or Public Notice  Copy of Award Selection Criteria  Send to DHS&EM to review for pre-approval. A jurisdiction signature is not required at this time. |
| **Approved by DHS&EM Grants Admin III: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| After DHS&EM approves the Invitation to Bid or Request for Proposal, you can then send out the procurement. Once proposals/bids are received, complete the rest of the form below and send back to DHS&EM for approval before the procurement is awarded. | |
| **2.** | Attach copies of the formal proposals/bids with a list of all the submitted proposals to include vendor name and bid amounts. |
| **3.** | Attach a copy of the draft contract award. |
| **4.** | **Justification for Vendor Selection**. Please include all written supporting documents providing justification for vendor selection. |
| **5.** | **Send to DHS&EM for approval prior to award.** |

**System for Award Management (SAMS) report is required for selected vendor**

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| **SAMS Report is a Mandatory Subrecipient Action** | |
|  | 1. Check System for Award Management (SAM) for debarment/suspension. 2. Print SAMS report page and attach to this form. |

**Certification**

I certify the above information is true and accurate. Documents related to this procurement are on file and available upon request.

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Subrecipient Project Manager’s Signature Date

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Printed Name and Title

E-mail signed form to mva.grants@alaska.gov for approval

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| **DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT** | | |
| Approved  Disapproved | Returned for Further Justification Date | |
| SAA/GAR Point of Contact or Authorized Representative | | Date |
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| **$100,000.00 or Greater** |
| |  | | --- | | Subrecipients Guidance:  Must obtain DHS&EM pre-approval prior to execution of this type contract (regardless of amount).  Procurement Method:  For supplies, services or professional services: Issue formal Request for Proposals (RFP) or Invitation to Bid (ITB) in accordance with AS 36.30.130 and 2 AAC 12.130. RFP must contain the date, time, and place for delivering proposals, a specific description of the supplies, construction, services, or professional services to be provided under the contract, and the terms under which the supplies, construction, services, or professional services are to be provided, and clearly state all mandatory requirements. Must be circulated for 21 days. Award is made to the proposal determined in writing to be the most advantageous to the state taking into consideration price and the evaluation factors in the RFP.  1. Submit draft bid documents, advertisements/solicitations to DHS&EM PRIOR TO SOLICITATION for approval. This step is to verify all required specifications are included in RFP/ITB and that all mandatory requirements (federal contract clauses, federal funding notice, etc.) are included.  2. Advertise RFP/ITB for at least 21 days.  3. For responses to ITBs- bids must be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly.  Quotes should briefly describe procurement method and policies used by local jurisdiction.  Justification:  Must explain why vendor was chosen by completing Justification block must be filled out explain why vendor was chosen.  Award:  Must be within accordance of the specifications and award criteria in the solicitation to the responsive and responsible bidder providing the lowest proposal or most advantageous bid.    Regulations: Alaska Statues, Code of Federal Regulations, Local Procurement Codes  Alaska Statues, Title 36 Chapter 30  Alaska Administrative Code, Title 2 Chapter 12  2CFR § 200.320(b) (if $100,000.00 to $149,999.99): Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the SAT- $150,000. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources NOTE: Alaska Procurement law overrides the SAT.  2CFR § 200.320(c), 2CFR § 200.320(d) (if $150,000.00 or over):  2CFR § 200.320(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.  (2) If sealed bids are used, the following requirements apply:  (i) Bids must be solicited from an adequate number (3) of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;  (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;  (iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;  (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest  2CFR § 200.320(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:  (1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;  (2) Proposals must be solicited from an adequate number (3) of qualified sources;  (3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;  (4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.  Local Procurement Codes | |

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| **SAMS Report is a Mandatory Subrecipient Action** |
| Subrecipient Instruction:  Check the federally debarred/suspended vendors at System for Award Management at [www.sam.gov](http://www.sam.gov) prior to execution of any procurement or contract (regardless of amount). |