

Procurement Method Report for Disaster Grants

This report is required to summarize the methodology used for all procurements (regardless of amount). All forms mentioned are available at <http://ready.alaska.gov/grants.htm>.

Subgrantees shall accomplish three requirements with this form: SAMS check, select procurement method, and sign second page. (Project Manager's signature is certification adequate competition was done)

Note: As a reminder jurisdiction must adhere to their local requirements for procurement procedures.

System for Award Management

	Mandatory Subgrantee Action	Guidance
<input type="checkbox"/>	1. Check System for Award Management (SAM) for debarment/ suspension.	Subgrantees must check the federally debarred/suspended vendors at System for Award Management at www.sam.gov prior to execution of any procurement or contract (regardless of amount).
<input type="checkbox"/>	2. Print page and attach to this form.	

Procurement Method (per each Procurement)

If Sole Sourced/Non-competitively Bid list vendor name: _____

Select Cost Range, fill in ALL blank lines and justification block, attach appropriate documentation.

	Sole Source <u>OR</u> a single vendor response to a competitive bid	Guidance
<input type="checkbox"/>	<ol style="list-style-type: none"> 1. Attach signed DHS&EM Pre-Approval of Sole Source/Non-Competitive Bid or Above \$50,000 Procurement form. 2. Project Manager must sign second page. 	Subgrantees must obtain DHS&EM pre-approval prior to execution of this type procurement or contract (regardless of amount)

	\$0.00 to \$25,000.00	Guidance
<input type="checkbox"/>	Verbal quotes from at least three vendors: <ol style="list-style-type: none"> 1. Vendor's Name: _____ Bid Amount: _____ 2. Vendor's Name: _____ Bid Amount: _____ 3. Vendor's Name: _____ Bid Amount: _____ 4. If using a Pre-Bid Contract (i.e., emergency road repair contract, etc...) <ul style="list-style-type: none"> Contract Vendor: _____ Contract Number: _____ 5. Complete justification block below. 	Document Verbal Quotes from at least <u>three</u> vendors Justification must explain why vendor was chosen If unable to acquire three verbal quotes see previous block for Request for Pre-Approval of Sole Source /Non-Competitive Bid or Above \$50,000 Procurement form.

Justification:

<input type="checkbox"/>	\$25,000.01 - \$50,000.00	Guidance
	<ol style="list-style-type: none"> 1. Attach Written Quotes or Proposals/Bids for Service Contracts from at least three vendors. 2. If unable to acquire three written bids, complete and attach Request for Pre-Approval of Sole Source /Non-Competitive Bid or Above \$50,000 Procurement form. 3. Complete Justification block below. 4. Send to DHS&EM for approval <u>prior</u> to awarding of contract. 	<p>Jurisdiction must provide quotes or proposals/bids and matrix decision for approval to DHS&EM on procurement method report form prior to purchase.</p> <p>Refer to Procurement Method block above.</p> <p>Justification must explain why vendor was chosen</p>
Justification:		
<input type="checkbox"/> Approved by DHS&EM: _____ Date: _____		

<input type="checkbox"/>	\$50,000.01 or Greater	Guidance
	<ol style="list-style-type: none"> 1. Attach completed DHS&EM Pre-Approval of Sole Source/Non-Competitive Bid or Above \$50,000 Procurement form and supporting documents from Block 8: E, F, G. 2. Attach Preliminary Contract/Change Orders/ Revisions/Amendments/ etc. 3. Complete Justification block below. 	<p>Quotes should briefly describe procurement method and policies used by local jurisdiction.</p> <p>Include actual bid documents, advertisements/ solicitations.</p> <p>Justification must explain why vendor was chosen</p>
Justification:		
<input type="checkbox"/> Approved by DHS&EM: _____ Date: _____		

Certification

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

Project Manager's Signature

Date

Printed Name and Title