

ARPA-SLFRF PROCUREMENT PROCEDURES

MICRO PURCHASE < \$10,000

This form must be filled out for all purchases over \$1,000 and uploaded to your reimbursement request. If you have questions or concerns about your project's procurement, please contact Washoe County at communitygrants@washoecounty.gov

Project Name: _____ **Organization:** _____

Staff Contact Making Purchase: _____

Purchase Dollar Amount: _____ **Date of Purchase:** _____

Purchase Description:

1. Determine if goods or services are necessary and appropriate for your project scope. Include a short description of how this purchase benefits the ARPA-funded project or is within your approved budget categories.

2. Identify and record potential source(s) of goods/services and obtain pricing. Document sources here.

3. Describe analysis of price reasonableness (prior purchases, price comparisons, etc.).

4. **Is there a contract in place for this purchase?** Yes No Not applicable

If yes, complete the following steps.

5. **Contract Development** *(as applicable)*

Determine if your procurement will require a contract on file for the services or goods you are procuring. Purchases made under a contract are required to comply with federal contract provisions. Use the checklist provided by Washoe County.

6. **Subrecipient vs. Contractor Determination Form** *(as applicable)*

If the contract is for services, your organization must fill out a Subrecipient vs Contractor Determination Form and include it in your procurement backup.

7. **Identify a Contract Administrator** *(as applicable)*

Who from the organization should be contacted about the services contract? The contract administrator is responsible for ensuring that the contractor meets the performance measures laid out in the contract.

Name: _____

DOCUMENT MANAGEMENT Attach to reimbursement request, as applicable to purchase:

- Completed Micro Purchase Procedure Form (this form)
- Receipt, Invoice, Contract, etc.
- Contract or MOU
- Subrecipient vs. Contractor Determination Form

Keep in mind:

- *Cost-plus contracts are prohibited for Federal procurement.*
- *Professional Services are not exempt from competitive bid, when using federal funds.*
- *Ensure women and minority-owned businesses are solicited.*
- *Local geographic preferences in the evaluation of bids or proposals are prohibited when using federal funds.*
- *Any person involved in purchasing or contracts of federal funds must have a signed copy of the Washoe County Conflict of Interest Policy on file*