

ARPA-SLFRF PROCUREMENT PROCEDURES

SMALL PURCHASE \$10,001 - \$99,999

This form must be filled out and attached to the 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 potential sources of goods/services.**

Obtain at least two written quotes, preferably three.

Tip: When requesting quotes from vendors, ask for their UEI # if the amount is over \$50,000. This will avoid having to request them later in the procurement process.

Quote # 1 Vendor Name: _____

Quote # 2 Vendor Name: _____

Quote # 3 Vendor Name: _____

3. Conduct analysis of quotes based on price, quality, delivery time, etc. Briefly describe the analysis below.

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

5. Select Vendor/Quote. Briefly document below why vendor was selected.

6. **Collect Unique Entity Identifier (UEI) and Confirm SAM.gov Registration**

ARPA-SLFRF purchases over \$50,000 are required to document that the contractor **is registered on SAM.gov** and that the contractor is not debarred, suspended, or excluded from federal funding. Using the vendor's legal name, UEI, DUNS, or TIN, search on SAM.gov for an active registration. Download the registration and attach to the PO requisition. If the contractor does not have SAM registration, please work with the vendor to establish a SAM account to receive payment. Washoe County will confirm SAM registration before reimbursing costs.

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

If yes, complete the following steps.

8. **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.

9. **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.

10. **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 entry:

- Completed Small Purchase Procedure Form (this form)
- SAM Registration Summary / UEI
- Receipts, Invoices, etc.
- Scope of Work Provided to Vendors and Vendor Quotes Received
- Contract on Services
- 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 Grants Management Conflict of Interest Policy on file*