

ARPA-SLFRF PROCUREMENT PROCEDURES

SEALED BID > \$100,000

CONSULT YOUR AWARD MANAGER PRIOR TO A SEALED BID PROCUREMENT

Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid is deemed to be the lowest, responsible bid pursuant to [NRS 332.065](#) and conforms to all the material terms and conditions of the invitation for bids. Sealed bid method is the preferred method for procuring services and public works construction equal to or in excess of \$100,000. Formal advertising is required for all contracts above \$100,000. Formal advertising must conform to the requirements of [NRS 332.045](#). Time and Materials contracts are not allowed.

This form must be filled out and attached 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:

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.

Tip: Include in the bid documents that UEI # and active SAM.gov registration is required for the contracted work to be done. This will avoid having to request this information later in the procurement process.

- The invitation of bids must be publicly advertised; and bids, must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids.
- The invitation of bids which will include any specifications and pertinent attachments must define the items or services in order for the bidder to properly respond.
- All bids will be publicly opened at the time and place prescribed in the invitation for bids.
- A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder.
- All bids may be rejected if there is a sound documented reason.

Select a contractor and document below why the contractor was selected.

1. Collect Unique Entity Identifier (UEI) and Confirm SAM 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. Community Reinvestment will confirm SAM registration before issuing reimbursement.

2. Contract Development

Purchases made under a contract are required to comply with federal contract provisions. Use the checklist provided by Washoe County.

3. Subrecipient vs. Contractor Determination Form

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

4. Identify a Contract Administrator

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: (In Reimbursement Request Documentation)

- Completed Sealed Bid Procedure Form (this form)
- Receipt, Invoices, etc.
- SAM Registration / UEI #
- Subrecipient vs. Contractor Determination Form
- Bid documents, scope of work, evaluation
- Contract Documents
- Proof of public advertisement
- Bid Opening Record Sheet
- Documentation for vendor selection

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*