



SCRC Grantee Procurement Attestation

Grantee: _____

Grantee Number: _____

Purpose:

This document provides a list of the minimum standards for Procurement, as outlined in 2 CFR 200.317-200.326.

General Procurement Standards

Ethical Conduct:

The policy should include a provision that requires employees involved in procurement to act with integrity and avoid conflicts of interest.

Oversight:

The policy should ensure that the organization will maintain oversight to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts.

Full and Open Competition

Promoting Competition:

The policy should include steps to promote full and open competition in procurement processes, avoiding practices that would limit competition.

Methods of Procurement

The policy should outline the acceptable methods of procurement and when each method is appropriate:

- *Micro-purchases* (\leq \$10,000): The policy can permit micro-purchases without soliciting competitive quotes, provided the price is reasonable.
- *Small Purchases* (\$10,001 - \$250,000): The policy should require obtaining price or rate quotations from an adequate number of qualified sources.
- *Sealed Bids* (\geq \$250,000): The policy should require formal advertising and sealed bids for purchases over the simplified acquisition threshold, particularly in construction contracts, where fixed-price contracts are preferred.
- *Competitive Proposals* (\geq \$250,000): The policy should allow for competitive proposals in cases where sealed bids are not appropriate, particularly for professional services contracts.
- *Non-competitive Procurement*: The policy may specify that non-competitive procurement (sole source) is only allowed in specific circumstances.

**** The amounts listed represent the maximum limits. Some organizations may have more stringent internal policies.**

Cost or Price Analysis

Cost/Price Analysis for Large Purchases:

The policy should require a cost or price analysis for procurements exceeding the simplified acquisition threshold (\$250,000), including evaluating independent cost estimates.

Procurement of Recovered Materials

Use of Recovered Materials:

The policy should include a provision requiring the purchase of products containing recovered materials in accordance with 2 CFR 200.322.

Contract Provisions

Required Contract Clauses:

The policy should ensure that contracts include the necessary clauses required by federal statutes, executive orders, and regulations. Key clauses include:

- Termination for cause and convenience.
- Equal Employment Opportunity.
- Davis-Bacon Act (for construction over \$2,000).
- Rights to inventions made under a contract or agreement.
- Debarment and suspension compliance.
- Provisions for compliance with the Clean Air Act and the Federal Water Pollution Control Act.

Bonding Requirements (for Construction or Facility Improvement Projects)

Bonding Policy Compliance:

The policy should comply with bonding requirements for construction projects exceeding \$250,000, including:

- bid guarantee.
- performance bond.
- payment bond for labor and materials.

Contract Administration

Contract Oversight:

The policy should include procedures for contract administration, ensuring that contractors perform in accordance with the contract terms, including tracking costs and performance standards.

Records Retention and Documentation

Procurement Documentation:

- The policy should require the retention of procurement documentation, such as:
- Rationale for the method of procurement.
- Selection of contract type.
- Contractor selection or rejection.
- Basis for the contract price.

I, _____, hereby certify that the procurement standards outlined above will be adhered to throughout the duration of this grant. Should the grantee's internal procurement policy impose more stringent requirements, those will be followed accordingly.

Authorized Official Signature

Date