

Proposed by:	Administration
Attorney Review:	02/26/2018
Finance Review:	03/01/2018
Vote:	__ Aye __ Nay __ Absent

**MUNICIPALITY OF SKAGWAY, ALASKA  
RESOLUTION NO. 18-04R**

**A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA, AMENDING ACCOUNTING POLICIES AND PROCEDURES TO IMPLEMENT A FEDERAL AWARD PROCUREMENT METHOD.**

**WHEREAS**, the Municipality continues to develop policies and procedures for accounting and finance management; and

**WHEREAS**, accounting policies and procedures will be established and maintained to ensure that funds are being managed appropriately by the Municipality;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Assembly of the Municipality of Skagway that the Skagway Borough Assembly amends the accounting policies and procedures by adding the following attached policy:

- PUR107 Federal Award Procurement Method

**PASSED AND APPROVED** this \_\_ day of \_\_\_\_\_, 2018, by the Assembly of the Municipality of Skagway, Alaska.

\_\_\_\_\_  
Monica Carlson, Mayor

ATTEST:

\_\_\_\_\_  
Emily Deach  
Municipal Clerk

(SEAL)

**Title: PUR107 FEDERAL AWARD PROCUREMENT METHOD**

**Policy:** The Municipality of Skagway will adhere to municipal code or Code of Federal Regulation 2 C.F.R. Section 200.320 or current state statutes on procurement for professional services, construction services, supplies, equipment and materials needed for Federal Grant Programs; in all cases the stricter shall apply.

**Purpose:** To ensure federal requirements are met for all procurements made with federal funds and provide methods for documenting that appropriate channels are used to ensure competitive pricing.

Federal fund procurements must meet certain requirements. This starts with providing documentation on vendor selection and proof of price comparisons. Providing necessary documentation and approvals at the time of procurement will confirm compliance with federal programs.

**Scope:** This procedure applies to all purchases of products, materials, equipment and services utilizing federal grant monies.

**Responsibilities:**

Purchasing Department/Program Manager is responsible for initiating procurements by supplying the proper forms to the Borough Manager. Borough Manager (or authorized representative) is responsible for reviewing procurement forms for completeness and ensuring they meet the federal requirements.

Administrative Assistant is responsible for all administrative duties involved with Requests for Bids (RFB) and Requests for Proposals (RFP). He/she is required to keep record of postings, scoring, and award contracts, and supply them to the Borough Treasurer for filing with procurement forms in grant files.

Borough Treasurer is responsible for filing procurement forms with supporting documents in associated grant files.

**Procedure:****1.0 PURCHASING****1.1 Micro Purchase Procedure [2 C.F.R. Section 200.320 (a)]**

- Purchases of \$0.00 - \$3,500.
- This method will generally be used to obtain very small quantities of supplies. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (2 CFR Section 200.67), except as otherwise discussed in Subpart 2.1 of that regulation. This threshold is periodically adjusted for inflation. To the extent practicable, the grantee must distribute micro-purchases equitably among qualified suppliers. Micro purchases may be awarded without

soliciting competitive quotations if the grantee considers the price to be reasonable.

- See Skagway Municipal Code Title 4 Chapter 5 for purchasing limits & requirements.
- Use ***Procurement Method Report- MICRO*** or ***Procurement Method Report- CONTRACT*** (for existing contract pricing) and submit to Borough Manager for prior approval of these purchases.

#### 1.2 Small Purchase Procedure [2 C.F.R. Section 200.320 (b)]

- Purchases of \$3,500.01 - \$100,000.
- This method will generally be used to obtain small quantities of supplies. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold, or SAT (41 U.S.C.1908). If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources.
- Skagway Municipal code overrides federal SAT. See Skagway Municipal Code Title 4 Chapter 5 for purchasing limits & requirements.
- Use ***Procurement Method Report- SMALL*** or ***Procurement Method Report- CONTRACT*** (for existing contract pricing) and submit to Borough Manager for prior approval of these purchases. This method may require additional approval from the Finance Chair (over \$5,000) or Borough Assembly (over \$25,000).

#### 1.3 Competitive Sealed Bids [2 C.F.R. Section 200.320 (c)]

- The Competitive Sealed Bids method will generally be used to obtain contractors for construction projects and for large quantities of goods or materials.
- Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price, unless the local preference option is exercised.
- The Administrative Assistant will manage the Request for Bids (RFB) process based on provided information/specifications.
- See Skagway Municipal Code Title 4 Chapter 5 for competitive bid requirements.
- Use ***Procurement Method Report- LARGE*** and submit to Borough Manager for prior approval of these purchases. This method requires additional approval from the Borough Assembly.

#### 1.4 Competitive Proposals [2 C.F.R. Section 200.320 (d)]

- This method will generally be used to obtain professional services.
- See Skagway Municipal Code 4.05.035 (3) for professional service procurement requirements.

- Use ***Procurement Method Report- LARGE*** and submit to Borough Manager for prior approval of these purchases. This method requires additional approval from the Borough Assembly.

#### 1.5 Non-Competitive Proposals/Sole Source [2 C.F.R. Section 200.320 (f)]

- When requesting permission to use this method, the grantee will have to show that another method of procurement was not feasible because of at least one of the following reasons:
  - The item or service was only available from a single source;
  - A public emergency or condition requiring urgency existed which did not permit the use of competitive procurement;
  - Competition was determined to be inadequate after solicitation of proposals from a number of sources.
- This method will only be used after approval from the Borough Assembly.
- Use ***Procurement Method Report- SOLE SOURCE*** and submit to Borough Manager for prior approval of these purchases. This method requires additional approval from the Borough Assembly.

## 2.0 RECORD KEEPING

2.1 The Municipality shall maintain records sufficient to detail the significant history of a procurement.

- These records shall include at a minimum:
  - Rationale for the method of procurement;
  - Selection of contract type;
  - Contractor selection or rejection;
  - The basis for the cost or price.

2.2 Procurement forms and supporting documents will be filed in associated grant files and maintained by the Borough Treasurer.

### Revision History:

Revision	Date	Description of changes	Requested By
0	03/01/18	Initial Release	Heather Rodig

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## Procurement Method Report

### MICRO PURCHASES

Use this form for Procurements (purchases/orders) in the amount of \$0.00 - \$3,500.

Recipients shall accomplish **three (3)** requirements with this form: (1) identification of procurement method, (2) SAMS check, and (3) certification signature. (Project Manager's signature is adequate certification that competition was done, and that the recipient is complying with the most stringent procurement procedures-whether federal, state, or local).

**Department/Project:** \_\_\_\_\_

**Grant Name:** \_\_\_\_\_ **Grant CFDA #:** \_\_\_\_\_

**Procurement Method (per each Purchase/Order)**

*This may include multiple invoices for each purchase or order.*

\$0.00 - \$3,500.00	
Provide three (3) Vendor contacts with Bid Amounts given. Identify selected vendor by placing and "X" in the box on the left side of the table adjacent to Vendor's Name.	
Vendors Name:	Bid Amount:
Vendors Name:	Bid Amount:
Vendors Name:	Bid Amount:
<b>Justification for Vendor Selection.</b> Please include any written supporting documents providing justification for vendor selection.	

**System for Award Management (SAMS) report is required for selected vendor**

	SAMS Report is a Mandatory Action
<input type="checkbox"/>	1. Check System for Award Management (SAM) for debarment/suspension.
<input type="checkbox"/>	2. Print SAMS report page and attach to this form.

**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

**SUBMIT SIGNED FORM WITH ALL SUPPORTING DOCUMENTS TO BOROUGH TREASURER.**

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## Procurement Method Report SMALL PURCHASES

Use this form for Procurements (purchases/orders) in the amount of \$3,500.01 - \$100,000.

Recipients shall accomplish **three (3)** requirements with this form: (1) identification of procurement method, (2) SAMS check, and (3) certification signature. (Project Manager's signature is adequate certification that competition was done, and that the recipient is complying with the most stringent procurement procedures-whether federal, state, or local).

Department/Project: \_\_\_\_\_

Grant Name: \_\_\_\_\_ Grant CFDA #: \_\_\_\_\_

### Procurement Method (per each Purchase/Order)

*This may include multiple invoices for each purchase or order.*

**NOTE: May require additional Finance Chair approval (\$5,000 - \$24,999) or Assembly approval (+\$25,000)**

\$3,500.01 - \$100,000							
1.	Specifications:						
2.	Award Criteria:						
3.	Response Due Date:						
4.	Provide three (3) Vendor contacts with Bid Amounts given. (Must attach copies of written responses). Identify selected vendor by placing and "X" in the box on the left side of the table adjacent to Vendor's Name.						
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black; padding: 2px;">Vendors Name:</td> <td style="border-bottom: 1px solid black; padding: 2px;">Bid Amount:</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;">Vendors Name:</td> <td style="border-bottom: 1px solid black; padding: 2px;">Bid Amount:</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;">Vendors Name:</td> <td style="border-bottom: 1px solid black; padding: 2px;">Bid Amount:</td> </tr> </table>	Vendors Name:	Bid Amount:	Vendors Name:	Bid Amount:	Vendors Name:	Bid Amount:
Vendors Name:	Bid Amount:						
Vendors Name:	Bid Amount:						
Vendors Name:	Bid Amount:						
5.	<b>Justification for Vendor Selection.</b> Please include all written supporting documents providing justification for vendor selection.						

### System for Award Management (SAMS) report is required for selected vendor

SAMS Report is a Mandatory Action	
<input type="checkbox"/>	1. Check System for Award Management (SAM) for debarment/suspension.
<input type="checkbox"/>	2. Print SAMS report page and attach to this form.

### 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 \_\_\_\_\_

*Submit signed form with supporting documents to Borough Manager for approval.*

FOR MUNICIPAL OFFICE USE ONLY			
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Returned for Further Justification	Date
Authorized Representative			Date
Finance Chair Approval Date:			
Assembly Approval (attach meeting minutes) Date:			



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## Procurement Method Report LARGE PURCHASES

Use this form for Procurements (purchases/orders) in the amount of \$100,000.01 or greater.

Recipients shall accomplish **three (3)** requirements with this form: (1) identification of procurement method, (2) SAMS check, and (3) certification signature. (Project Manager's signature is adequate certification that competition was done, and that the recipient is complying with the most stringent procurement procedures-whether federal, state, or local).

Department/Project: \_\_\_\_\_

Grant Name: \_\_\_\_\_ Grant CFDA #: \_\_\_\_\_

**Procurement Method (per each Purchase/Order)**

*This may include multiple invoices for each purchase or order.*

**NOTE: There are two separate approvals for this procurement**

\$100,000.01 or Greater	
1.	Attach the following: <input type="checkbox"/> Copy of Proposed Invitation to Bid or Request for Proposal document <input type="checkbox"/> Copy of Proposed Advertisement or Public Notice <input type="checkbox"/> Copy of Award Selection Criteria <b style="background-color: yellow;">Send to Borough Manager to review for pre-approval.</b>
Approved by Borough Manager/Authorized Representative: _____ Date: _____ After the Borough Manager approves the Invitation to Bid or Request for Proposal, the Administrative Assistant will send out the procurement. Once proposals/bids are received, complete the rest of the form below and send back to the Borough Manager for approval before the procurement is awarded.	
2.	Attach copies of the formal proposals/bids with a list of all the submitted proposals to include vendor name and bid amounts.
3.	Attach a copy of the draft contract award.
5.	<b>Justification for Vendor Selection.</b> Please include all written supporting documents providing justification for vendor selection.

**System for Award Management (SAMS) report is required for selected vendor**

SAMS Report is a Mandatory Action	
<input type="checkbox"/>	1. Check System for Award Management (SAM) for debarment/suspension.
<input type="checkbox"/>	2. Print SAMS report page and attach to this form.

**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 \_\_\_\_\_

**Submit signed form with supporting documents to Borough Manager for approval PRIOR to award.**

FOR MUNICIPAL OFFICE USE ONLY			
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Returned for Further Justification	Date _____
Authorized Representative _____			Date _____

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## Procurement Method Report Contract Pricing

Use this form for Procurements (purchases/orders) that are from a purchasing contract (i.e., local vendor contracted price).

Recipients shall accomplish three (3) requirements with this form: (1) identification of procurement method, (2) SAMS check, and (3) certification signature on third page. (Project Manager's signature is adequate certification that competition was done, and that the recipient is complying with the most stringent procurement procedures-whether federal, state, or local).

**Department/Project:** \_\_\_\_\_

**Grant Name:** \_\_\_\_\_ **Grant CFDA #:** \_\_\_\_\_

**Procurement Method (per each Purchase/Order)**

*This may include multiple invoices for each purchase or order.*

Purchasing Contract	
Contract Type:	_____
Contract Vendor:	_____
Contract Number:	_____
Purchase Amount:	_____
Justification for Vendor Selection. Please include any written supporting documents providing justification for vendor selection.	

**System for Award Management (SAMS) report is required for selected vendor**

SAMS Report is a Mandatory Action	
<input type="checkbox"/>	1. Check System for Award Management (SAM) for debarment/suspension.
<input type="checkbox"/>	2. Print SAMS report page and attach to this form.

**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 \_\_\_\_\_

**Submit signed form with supporting documents to Borough Manager PRIOR to Purchase for approval.**

FOR MUNICIPAL OFFICE USE ONLY			
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Returned for Further Justification	Date _____
Authorized Representative _____			Date _____

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## Procurement Method Report

### Sole Source / Inadequate Competition

Use this form for Procurements (purchases/orders) that are Sole Source or Inadequate Competition.

Recipients shall accomplish **three (3)** requirements with this form: (1) identification of procurement method, (2) SAMS check, and (3) certification signature. (Project Manager's signature is adequate certification that competition was done, and that the recipient is complying with the most stringent procurement procedures-whether federal, state, or local).

**Note:** this is not the same as a purchasing contract, if using a purchasing contract please use the appropriate form.

**Department/Project:** \_\_\_\_\_

**Grant Name:** \_\_\_\_\_ **Grant CFDA #:** \_\_\_\_\_

**Procurement Method (per each Purchase/Order)**

*This may include multiple invoices for each purchase or order.*

**NOTE:** This procurement requires Borough Manager and Assembly approval.

Sole Source/Inadequate Competition	
Vendor:	
Purchase Amount:	
<b>Justification for Vendor Selection</b> – Provide justification for Vendor Selection in the below box. Please include any written supporting documents providing justification for vendor selection. Explanations of exemptions must contain findings of fact. Evidence must be included, consisting of material facts sufficient to independently determine that the findings of fact listed are true and accurate. Factual evidence may consist of written documents, records, supporting data, affidavits, or other information proving that the findings of fact are true and accurate. Itemized listings of findings of fact and material factual evidence should be included or attached.	

**System for Award Management (SAMS) report is required for selected vendor**

	SAMS Report is a Mandatory Action
<input type="checkbox"/>	1. Check System for Award Management (SAM) for debarment/suspension.
<input type="checkbox"/>	2. Print SAMS report page and attach to this form.

**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

**Submit signed form with supporting documents to Borough Manager for Assembly approval**

FOR MUNICIPAL OFFICE USE ONLY			
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Returned for Further Justification	Date
Authorized Representative			Date
Assembly Approval (attach meeting minutes) Date:			

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