Proposed by:AdministrationAttorney Review:02/26/2018Finance Review:03/15/2018Vote:6 Aye0 Nay0 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 15<sup>th</sup> day of March, 2018, by the Assembly of the Municipality of Skagway, Alaska.

ponc

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:**

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

<u>Administrative Assistant</u> 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.

<u>Borough Treasurer</u> 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).
- 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 included in associated grant files and maintained by the Borough Treasurer.

### **Revision History:**

Revision	Date	Description of changes	Requested By
0	03/15/18	Initial Release	Heather Rodig

	Procurement Method	Report
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