Proposed by: Attorney Review: Finance Review:

by: Administration eview: 06/29/2018 eview: 07/05/2018 6 Aye 0 Nay 0 Absent

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

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 5th day of July, 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:

<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.

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.

<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 \$10,000.
 - 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 purchases up to \$5,000 and to the Finance Chair for purchases between \$5,000.01-\$10,000.

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

- Purchases of \$10,000.01 \$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 C.F.R. 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 shall require additional approval from the Finance Chair (\$10,000 \$25,000) 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:
 - o 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;
 - o 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:
 - o Rationale for the method of procurement;
 - o Selection of contract type;
 - o Contractor selection or rejection;
 - o 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	Resolution #	Description of changes	Requested By
0	03/01/18	RES#18-04R	Initial Release	Heather Rodig
1	07/05/18	RES#18-18R	Update based on OMB Memo M-18-18	Heather Rodig

Procurement Method Report MICRO PURCHASES

Use this form for Procurements (purchases/orders) in the amount of \$0.00 - \$10,000.

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).

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\$0.00 - \$10.000.00		
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adjacent to Vendor's Name.	<u>. </u>	
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1 of 2

Micro Purchases

Revised June 2018

Procurement Method Report SMALL PURCHASES

Use this form for Procurements (purchases/orders) in the amount of \$10,000.01 - \$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).

iran	t Name:	Grant CFDA #:
Proc	curement Method (per each Purchase/Order) may include multiple invoices for each purchase or order. May require additional Finance Chair approval (\$10,000 - \$24,888) or Assemb	
	,000.01 - \$100,000	y approve (1920, ood)
1.	Specifications:	
2.	Award Criteria:	
3.	Response Due Date:	
4.	Provide three (3) Vendor contacts with Bid Amounts given. (Must attack and "X" in the box on the left side of the table adjacent to Vendor's Nan	
	Vendors Name:	Bid Amount:
	Vendors Name:	Bid Amount:
5.	Vendors Name: Justification for Vendor Selection. Please include all written supp	Bid Amount:
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Small Purchases 1 of 2 Revised June 2018

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	
Attach the following: Copy of Proposed Invitation to Bid or Request for Proposal Copy of Proposed Advertisement or Public Notice Copy of Award Selection Criteria Send to Borough Manager to review for pr	
Approved by Borough Manager/Authorized Representative	Date:
	for Proposal, the Administrative Assistant will send out the procurement.
2. Attach copies of the formal proposals/bids with a list of all the su	Ibmitted proposals to include vendor name and bid amounts.
Attach a copy of the draft contract award. Justification for Vendor Selection. Please include all written.	en supporting documents providing justification for vendor selection.
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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	
	ts to Borough Manager for approval PRIOR to award.
FOR MUNICIPA Disapproved	AL OFFICE USE ONLY Returned for Further Justification Date
Authorized Representative	Date

Large Purchases 1 of 3 Revised June 2018

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).

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At	pproved	Disapproved		Returned for Further	lustification Date	
Autho	rized Representative					Date
Purch	nasing Contract	š	1 of	2		Revised June 2018

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