MUNICIPALITY OF SKAGWAY, ALASKA
RESOLUTION NO. 19-24R

A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA, AMENDING ACCOUNTING POLICIES AND PROCEDURES BY UPDATING POLICY PUR107 FEDERAL AWARD PROCUREMENT METHOD, AND REPEALING RESOLUTION NO. 18-18R.

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 updating the following attached policy:

- PUR107 Federal Award Procurement Method

BE IT FURTHER RESOLVED, that Resolution No. 18-18R is hereby repealed.

PASSED AND APPROVED this 18th day of July, 2019, by the Assembly of the Municipality of Skagway, Alaska.

[Signature]
Andrew Cremata, Mayor

ATTEST:

[Signature]
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. All procurements directly attributable to the federal award will be conducted in a manner providing full and open competition and will only include costs allowable, consistent with Federal Cost Principles.

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 - $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;
  o 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:

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Resolution #</th>
<th>Description of changes</th>
<th>Requested By</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>03/01/18</td>
<td>RES#18-04R</td>
<td>Initial Release</td>
<td>Heather Rodig</td>
</tr>
<tr>
<td>1</td>
<td>07/05/18</td>
<td>RES#18-18R</td>
<td>Update based on OMB Memo M-18-18</td>
<td>Heather Rodig</td>
</tr>
<tr>
<td>2</td>
<td>07/16/18</td>
<td>RES#19-24R</td>
<td>Update based on HRSA audit recommendation</td>
<td>Shelly O’Boyle</td>
</tr>
</tbody>
</table>
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) SAM check, and (3) certification signature. Project Manager’s signature is associate 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.

N/A: Mint require additional Borough Manager approval (up to $2,000) or Finance Chair approval ($2,001 - $10,000)

<table>
<thead>
<tr>
<th>Amount</th>
<th>Vendor Name</th>
<th>Amount</th>
<th>Vendor Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00 - $10,000</td>
<td>Vendor Name</td>
<td>Amount</td>
<td>Vendor Name</td>
<td>Amount</td>
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</table>

Justification for Vendor Selection. Please include any written supporting documents providing justification for vendor selection.

System for Award Management (SAM) report is required for selected vendor

SAM Report is a Mandatory Action

- 1. Check System for Award Management (SAM) for debarment/suspension.
- 2. Print SAM 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.

FOR MUNICIPAL OFFICE USE ONLY

- Approved
- Disapproved
- Resumed for Further Justification Date

Authorized Representative ____________________________ Date ____________
Finance Chair Approval Date ____________________________

Micro Purchases 1 of 2 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).

**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 ($10,000 - $24,999) or Assembly approval ($25,000)

<table>
<thead>
<tr>
<th>$10,000.01 - $100,000</th>
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<tbody>
<tr>
<td>1. Specifications:</td>
</tr>
<tr>
<td>2. Award Criteria:</td>
</tr>
<tr>
<td>3. Response Due Date:</td>
</tr>
<tr>
<td>4. Provide three (3) Vendor contacts with Bid Amounts given. (Must attach copies of written responses). Identify selected vendor by placing “X” in the box on the left side of the table adjacent to Vendor’s Name.</td>
</tr>
<tr>
<td>Vendor Name:</td>
</tr>
<tr>
<td>Bid Amount:</td>
</tr>
<tr>
<td>Vendor Name:</td>
</tr>
<tr>
<td>Bid Amount:</td>
</tr>
<tr>
<td>Vendor Name:</td>
</tr>
<tr>
<td>Bid Amount:</td>
</tr>
<tr>
<td>5. Justification for Vendor Selection. Please include all written supporting documents providing justification for vendor selection.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SAMS Report is a Mandatory Action</th>
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</thead>
<tbody>
<tr>
<td>1. Check System for Award Management (SAM) for debarment/suspension.</td>
</tr>
<tr>
<td>2. Print SAMS report page and attach to this form.</td>
</tr>
</tbody>
</table>

**Certification**

I certify the above information is true and accurate. Documents related to this procurement are on file and available upon request.

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**Project Manager’s Signature:**

**Date:**

**Printed Name and Title:**

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

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FOR MUNICIPAL OFFICE USE ONLY

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<th>Approved</th>
<th>Disapproved</th>
<th>Returned for Further Justification</th>
<th>Date</th>
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**Authorized Representative:**

**Finance Chair Approval Date:**

**Assembly Approval (attach meeting minutes) Date:**

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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

<table>
<thead>
<tr>
<th>$100,000.01 or Greater</th>
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<tbody>
<tr>
<td>1. Attach the following:</td>
</tr>
<tr>
<td>- Copy of Proposed Invitation to Bid or Request for Proposal document</td>
</tr>
<tr>
<td>- Copy of Proposed Advertisement or Public Notice</td>
</tr>
<tr>
<td>- Copy of Award Selection Criteria</td>
</tr>
<tr>
<td><em>Send to Borough Manager to review for pre-approval</em></td>
</tr>
</tbody>
</table>

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.

4. Justification for Vendor Selection. 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

1. [ ] Check System for Award Management (SAMS) for debarment/suspension.

2. [x] 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

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<tr>
<th>Approved</th>
<th>Disapproved</th>
<th>Returned for Further Justification</th>
<th>Date</th>
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<td>___________________________</td>
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<td>Date</td>
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</table>

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 or 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.

<table>
<thead>
<tr>
<th>Purchasing Contract</th>
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<tbody>
<tr>
<td>Contract Type:</td>
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<tr>
<td>Contract Vendor:</td>
</tr>
<tr>
<td>Contract Number:</td>
</tr>
<tr>
<td>Purchase Amount:</td>
</tr>
</tbody>
</table>

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

☐ 1. Check System for Award Management (SAMS) for data entry/suspension.

☐ 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

☐ Approved  ☐ Disapproved  ☐ Returned for Further Justification  Date ____________  Date ____________

Authorized Representative ____________________________________________ Date ____________

Purchasing Contracts 1 of 2  Revised June 2018
### 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 Managers' 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.

<table>
<thead>
<tr>
<th>Sole Source/Inadequate Competition</th>
<th>Vendor</th>
<th>Purchase Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Justification for Vendor Selection — Provide justification for vendor selection. Please include any written supporting documents providing justification for vendor selection. Explanations of exceptions 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. Scientific 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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- [ ] SAM Report is a Mandatory Action
- [ ] 1. Check System for Award Management (SAM) for debarment/suspension.
- [ ] 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

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<thead>
<tr>
<th>FOR MUNICIPAL OFFICE USE ONLY</th>
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<tbody>
<tr>
<td>Approved</td>
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</table>

Authorized Representative

Assembly Approval (attach meeting minutes) Date:

______________________________  ______________________
Sole Source / Inadequate Competition     1 of 3     Revised January 2018
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)