

Procurement Method Report

Attach to the Applicable Invoice

This report may be used to summarize methodology of procurement in lieu of writing a statement on the narrative report. All forms mentioned are available at <http://ready.alaska.gov/grants.htm>. Sub-grantee must check the federally debarred/suspended vendors (Excluded Parties List System) at www.epls.gov prior to execution of any procurement or contract.

Check appropriate boxes below

- Checked Excluded Parties List System for debarment/suspension

Sole Source and Single Vendor Response to a Competitive Bid

All sole source procurements and single vendor response to a competitive bid require the Alaska Division of Homeland Security and Emergency Management (DHS&EM) pre-approval and use of the Sole Source Checklist. DHS&EM's sole source approval documentation will be maintained in both the jurisdictional and DHS&EM grant files. There is no requirement to submit DHS&EM a copy of this pre-approval with the reimbursement request.

Procurements

- \$0-\$5,000 – Self-assurance and adequate competition must be documented for jurisdiction's grant files. There is no requirement to provide DHS&EM with this documentation. Negotiated Abstract is provided as a method of documentation, any method of documentation may be used.
- \$5,000-\$25,000 – Certification Statement required for reimbursement (for each procurement)
- Three written quotes were secured
 - Three verbal quotes were secured
 - A vendor from a General Services contract was secured
 - Three internet and/or catalog price comparisons were secured
- \$25,000-\$50,000 – Summary (Items required for each procurement)
- Written quotation and quotes from at least three vendors
 1. Vendor's Name _____ Bid _____
 2. Vendor's Name _____ Bid _____
 3. Vendor's Name _____ Bid _____
 4. Applicable Policy _____
(Jurisdictional Statute, State's Procurement Statute, etc.)
 5. Provide a description of the vendor award/selection criteria

 6. Why was the vendor chosen

- Sourcing from a General Services approved vendor lists
 1. Applicable Government Contract _____
 2. Vendors Name _____

\$50,000 or Greater (Attach the following items for reimbursement)

- Invitation to Bid or Request for Proposal documents
- Published advertisement and/or solicitations
- List all submitted proposals/vendor and the bid amounts
- Vendor award/selection criteria
- Justification statement as to why vendor was chosen
- Contract award/Change Orders/Revisions/Amendments/etc.

\$100,000 or Greater – All steps in the procurement process require DHS&EM’s pre-approval. DHS&EM’s approval documentation will be maintained in both the jurisdictional and DHS&EM grant files. There is no requirement to submit DHS&EM copies of pre-approvals with the reimbursement request.

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

Project Manager’s Signature

Date

Printed Name and Title

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