

PROCUREMENT DETAILS WALKTHROUGH

A Guide to Completing
the Procurement
Details Section in
Egrants



INFORMATION GUIDE

This walkthrough provides a detailed, step-by-step process of how to complete the Procurement Details section of PCCD's Egrants system.

You may follow this walkthrough page by page or click on a step listed on the right of this slide for information on a specific step of the process.

For information and guidance on how to create a budget, review the Procurement Details Walkthrough located on the [Grant Guides](#) webpage.

TABLE OF CONTENTS

1. [Methods of Procurement](#)
 2. [Completing the Procurement Details Section](#)
 3. [Moving Procurement Details to Complete Status](#)
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METHODS OF PROCUREMENT

- Subgrantees shall use their own documented procurement procedures and regulations, provided at a minimum, the procurement conforms to the Methods of Procurement as outlined in PCCD's Applicant's Manual – Financial and Administrative Guide for Grants, beginning on page 16.
- PCCD's "Methods of Procurement" follow the procurement standards as written in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – 2CFR 200.318 through 200.326.

Important to note: Professional services are not exempt from applicable procurement methods.

MICRO-PURCHASE PROCUREMENT

- Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.
- To the extent practicable, the subgrantee must distribute micro-purchases equitably among qualified suppliers. While competitive purchasing is always encouraged, micro-purchases may be awarded without soliciting competitive quotations if the subgrantee considers the price to be reasonable, based on research, experience, purchase history or other information and documents it files accordingly.
- **As of the publication of this walkthrough, the micro-purchase threshold is \$10,000. Procurement less than \$10,000 is considered a micro-purchase.**
- Refer to the [Applicant's Manual – Financial and Administrative Guide for Grants](#) for additional insight into procurement requirements.

SMALL-PURCHASE PROCUREMENT

- Procurement by small-purchase procedures are those relatively simple and informal procurement methods for securing services, supplies or other property the aggregate dollar amount, which is higher than the micro-purchase threshold, but does not cost more than the Simplified Acquisition Threshold.
- If small purchase procedures are used, price or rate quotations must be obtained from multiple qualified sources.
- **As of the publication of this walkthrough, the Simplified Acquisition Threshold is \$250,000. Procurement from a single vendor costing \$10,000 through \$249,999 is considered a small-purchase.**
- The applicant agency must keep documentation on file to support and verify the competitive method of procurement. The applicant must also keep documentation on file which justifies the selection of the successful vendor.
- Refer to the **Applicant's Manual – Financial and Administrative Guide for Grants** for additional insight into procurement requirements.

PROCUREMENT BY SEALED BIDS/FORMAL ADVERTISING

- Procurement by sealed bids/formal advertising is required for items that exceed the Simplified Acquisition Threshold.
- Bids are publicly solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.
- **As of the publication of this walkthrough, the Simplified Acquisition Threshold is \$250,000. Procurement of \$250,000 or more must follow the sealed bids/formal advertising procurement procedures.**
- The applicant agency is required to maintain documentation on file to support and verify the sealed bid/formal advertising procurement. The applicant must also keep documentation on file which justifies the selection of the successful vendor.
- Refer to the [Applicant's Manual – Financial and Administrative Guide for Grants](#) for additional insight into procurement requirements.

PROCUREMENT BY COMPETITIVE PROPOSALS

- Procurement by competitive proposals is normally conducted when price or rate quotations are obtained from multiple qualified sources.
- All procurement transactions shall be conducted in a manner so as to provide maximum open, free and fair competition.
- A proposed formal advertised or competitive negotiated procurement for which only one bid or proposal is received is deemed to be a noncompetitive procurement. PCCD sole source approval must be secured – reach out to the PCCD fiscal contact listed on the grant for assistance as special rules may apply.
- Refer to the Applicant’s Manual – Financial and Administrative Guide for Grants for additional insight into procurement requirements.

PROCUREMENT BY NON-COMPETITIVE PROPOSALS

- All procurement transactions shall be conducted in a manner so as to provide maximum open, free and fair competition.
- Non-competitive, aka Sole Source, purchases or contracts are discouraged; but if such a request is made, the applicant must identify the request as a Sole Source and provide substantial justification for the Sole Source request. PCCD will scrutinize the request and may or may not approve it.
- The **Procurement Details** section of the grant application in Egrants provides the platform for requesting sole source procurement. Information entered into this section will be distributed to a multi-level PCCD Sole Source Request review team.
- Refer to the [Applicant's Manual – Financial and Administrative Guide for Grants](#) for additional insight into procurement requirements.

PROCUREMENT DETAILS

- Because sole source procurement is discouraged, it is important to be detailed, compelling and complete when adding narrative to the Procurement Details section.
- Consider the following questions when completing this section:
 - Is a sole source procurement really necessary?
 - Is the request sufficiently justified?
 - Does the request clearly and concisely explain why a sole source is necessary?
 - Does the justification clearly state why it could not be done competitively?
 - What does this vendor offer that no other vendor can?
- The narrative entered into the Procurement Details section is copied verbatim and distributed to a multi-level PCCD Sole Source Request review team.
- **All questions in this section require a full response. “N/A” and/or “Not Applicable” are not acceptable responses to any of the questions. All questions must have a responsive narrative.**
- Refer to the [Applicant’s Manual – Financial and Administrative Guide for Grants](#) for additional insight into completing the Personnel category of the budget, including Time and Effort Reports requirements.

Procurement Details

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	9/4/2019 10:06:10 AM
Executive Summary (Part B)	In Process	5	8/14/2019 11:49:14 AM
Statement of Purpose (Part B)	In Process	35	8/14/2019 11:49:14 AM
Project Description (Part B)	In Process	45	8/14/2019 11:49:14 AM
Approval Checklists	In Process	0	8/14/2019 11:49:14 AM
Budget Detail	Complete	15	9/4/2019 10:44:29 AM
Procurement Details	In Process	0	8/14/2019 11:49:14 AM
Fiscal Accountability	In Process	0	8/14/2019 11:49:14 AM
Federal Transparency Act Certification	In Process	0	8/14/2019 11:49:14 AM
Performance Indicators	In Process	0	8/14/2019 11:49:14 AM

Click on the link to open the Procurement Details section.

System Test

System Test

[View Contract](#)

[Preview Signature Page](#)

[Submit Application](#)

[Withdraw Application](#)

System Test

System Test

[View Issues/Comments](#)

Procurement Details

PROCUREMENT DETAILS

Section Point Value: 0

Completion Status:

Created By: Mr. Cordon Nader

Last Update By: Mr. Cordon Nader

Created Date: 8/14/2019 11:49:14 AM

Last Update Date: 8/14/2019 11:49:14 AM

1. Subgrantees shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable federal law and the standards identified in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

At minimum, PCCD grant recipients and subrecipients must follow the procurement standards as written in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - [2CFR 200.318 through 200.326](#).

Methods of Procurement

Subgrantees must use one of the following methods of procurement (from 2 CFR 200.320):

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67Micro-purchase). To the extent practicable, the subgrantee must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the subgrantee considers the price to be reasonable.

(b) Procurement by special procedures. Procurement by special procedures is the acquisition of other property that do not cost more than the micro-purchase threshold from a limited number of qualified sources.

(c) Procurement by sealed bids. Procurement by sealed bids is the acquisition of other property that conforming with all the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in paragraph (c)(1) whose bid, on, if the conditions

- (1) In order for sealed bids to be used, the following conditions must be met:
 - (i) A complete and accurate description of the property to be acquired must be included in the solicitation.
 - (ii) Two or more qualified sources must be identified in the solicitation.
 - (iii) The procurement must be for the acquisition of other property that is not available in the open market.
- (2) If sealed bids are used, the following conditions must be met:
 - (i) Bids must be opened in a public session.
 - (ii) The award must be made to the lowest responsive and responsible bidder.
 - (iii) The award must be made to the lowest responsive and responsible bidder, and tribal

The Procurement Details section opens to an overview of procurement methods and standard procedures and regulations.

The [Applicant's Manual – Financial and Administrative Guide for Grants](#) provides additional insight into completing the application, including the Procurement Details section of the application.

Procurement Details

Simplified acquisition threshold (2 CFR200.88) means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this manual, the simplified acquisition threshold is \$250,000, but this threshold is periodically adjusted for inflation.

A proposed formal advertised or competitive negotiated procurement for which only one bid or proposal is received is deemed to be a noncompetitive procurement.

Does this application include any procurements by noncompetitive proposal?

Click on the drop-down arrow to select a response to the question “Does this application include any procurements by noncompetitive proposal?”



2. If you answered "No" to Question 1 above, the applicant must also keep documentation on file which justifies the selection of the successful offeror.


the applicant must also keep documentation on file which justifies the selection of the successful offeror.

3. If you answered 'Yes' to Question 1 above, please fill in the grid below for each product or service to be procured by noncompetitive proposal. If you have multiple products or services, use the 'Add Row' link to allow entry into a new row of the grid.



ID	Description of Product or Service 	Egrants Budget Category 	\$ Value of Product or Service 	Procurement Method 	Vendor Name If Known  
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 [Add Row](#)

4. Please respond to the following questions for each vendor or contractor identified as being procured using Sole Source: For additional vendors or contractors, select the 'Add New' link.

Procurement Details

Simplified acquisition threshold (2 CFR200.88) means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this manual, the simplified acquisition threshold is \$250,000, but this threshold is periodically adjusted for inflation.

A proposed formal advertised or competitive negotiated procurement for which only one bid or proposal is received is deemed to be a noncompetitive procurement.

Does this application include any procurements by noncompetitive proposal?

 Yes
 No

If a sole source request is to be submitted, select "Yes."

2. If you answered "No" to question 1 above, the applicant agency must keep documentation on file to support and verify the competitive method of procurement. The applicant must also keep documentation on file which justifies the selection of the successful vendor. Does the applicant agree to keep supporting documentation as described?

3. If you answered 'Yes' to Question 1 above, please fill in the grid below for each product or service to be procured by noncompetitive proposal. If you have multiple products or services, use the 'Add Row' link to allow entry into a new row of the grid.



ID	Description of Product or Service	Egrants Budget Category	\$ Value of Product or Service	Procurement Method	Vendor Name If Known
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[+ Add Row](#)

4. Please respond to the following questions for each vendor or contractor identified as being procured using Sole Source: For additional vendors or contractors, select the 'Add New' link.

Procurement Details

Simplified acquisition threshold (2 CFR200.88) means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this manual, the simplified acquisition threshold is \$250,000, but this threshold is periodically adjusted for inflation.

A p
Doe
If “Yes” is the selected response to question #1, there is no need to answer question #2. It may remain blank.

Yes ▾

If “No” is the selected response to question #1, select “Yes” or “No” from the drop-down choices in question #2. Question #2 is confirming the applicant will keep documentation that supports competitive procurement methods were used to purchase items.

2. If you answer selection of t

Yes
No

3. If you answered 'Yes' to Question 1 above, please fill in the grid below for each product or service to be procured by noncompetitive proposal. If you have multiple products or services, use the 'Add Row' link to allow entry into a new row of the grid.



ID	Description of Product or Service	Egrants Budget Category	\$ Value of Product or Service	Procurement Method	Vendor Name If Known
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+ Add Row

4. Please respond

(If no sole source procurements are needed; after answering questions #1 and #2, the applicant may skip the next series of slides and move directly to marking this section as “Complete.”)

Procurement Details

System will time out at
Remaining time: 12:58

Does this application include any procurements by noncompetitive proposal?


Yes 

2. If you answered "No" to question 1 above, the applicant agency must keep documentation on file to support and verify the competitive method of procurement. The applicant must also keep documentation on file which justifies the selection of the successful vendor. Does the applicant agree to keep supporting documentation as described?



3. If you answered 'Yes' to Question 1 above, please fill in the grid below for each product or service to be procured by noncompetitive proposal. If you have multiple products or services, use the 'Add Row' link to allow entry into a new row of the grid.



ID	Description of Product or Service 	Egrants Budget Category 	\$ Value of Product or Service 	Procurement Method 	Vendor Name If Known 
+ Add Row					

If "Yes" is the selected response to question #1, click on **Add Row** to enter line item details about the sole source procurement.

Procurement Details

Does this application include any procurements by noncompetitive proposal?








Yes 


2. If you answered "No" to question 1 above, the applicant agency must keep documentation on file to support and verify the competitive method of procurement. The applicant must also keep documentation on file which justifies the selection of the successful vendor. Does the applicant agree to keep supporting documentation as described?



3. If you answered 'Yes' to Question 1 above, please fill in the grid below for each product or service to be procured by noncompetitive proposal. If you have multiple products or services, use the 'Add Row' link to allow entry into a new row of the grid.




ID	Description of Product or Service 	Egrants Budget Category 	\$ Value of Product or Service 	Procurement Method 	Vendor Name If Known  
 3.1					

 [Add Row](#)

Add a description of the product or service to be sole sourced.

Procurement Details

Does this application include any procurements by noncompetitive proposal?







Yes 


2. If you answered "No" to question 1 above, the applicant agency must keep documentation on file to support and verify the competitive method of procurement. The applicant must also keep documentation on file which justifies the selection of the successful vendor. Does the applicant agree to keep supporting documentation as described?



3. If you answered 'Yes' to Question 1 above, please fill in the grid below for each product or service to be procured by noncompetitive proposal. If you have multiple products or services, use the 'Add Row' link to allow entry into a new row of the grid.




ID	Description of Product or Service 	Egrants Budget Category 	\$ Value of Product or Service 	Procurement Method 	Vendor Name If Known 
 3.1	<input type="text" value="Enter a description of the product or service"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

 [Add Row](#)

Click on the down-arrow to open the drop-down selection list.

Procurement Details







Does this application include any procurements by noncompetitive proposal?

Yes 

2. If you answered "No" to question 1 above, the applicant agency must keep documentation on file to support and verify the competitive method of procurement. The applicant must also keep documentation on file which justifies the selection of the successful vendor. Does the applicant agree to keep supporting documentation as described?



3. If you answered 'Yes' to Question 1 above, please fill in the grid below for each product or service to be procured by noncompetitive proposal. If you have multiple products or services, use the 'Add Row' link to allow entry into a new row of the grid.

ID	Description of Product or Service 	Travel (Including Training) Equipment Supplies & Operating Expenses Consultants Other	\$ Value of Product or Service 	Procurement Method 	Vendor Name If Known  
 3.1	Enter a description of the product or service				

Select the budget category that contains the line item to be sole sourced.

Procurement Details

Does this application include any procurements by noncompetitive proposal?







Yes 


2. If you answered "No" to question 1 above, the applicant agency must keep documentation on file to support and verify the competitive method of procurement. The applicant must also keep documentation on file which justifies the selection of the successful vendor. Does the applicant agree to keep supporting documentation as described?



3. If you answered 'Yes' to Question 1 above, please fill in the grid below for each product or service to be procured by noncompetitive proposal. If you have multiple products or services, use the 'Add Row' link to allow entry into a new row of the grid.




ID	Description of Product or Service 	Egrants Budget Category 	\$ Value of Product or Service 	Procurement Method 	Vendor Name If Known 
 3.1	<input type="text" value="Enter a description of the product or service"/>	<input type="text" value="Consultants"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

 [Add Row](#)

Enter the total budgeted value of the product or service. If item is to be purchased over multiple years, add the costs and enter the total amount over the life of the project.

Procurement Details

Does this application include any procurements by noncompetitive proposal?










Yes 


2. If you answered "No" to question 1 above, the applicant agency must keep documentation on file to support and verify the competitive method of procurement. The applicant must also keep documentation on file which justifies the selection of the successful vendor. Does the applicant agree to keep supporting documentation as described?



3. If you answered 'Yes' to Question 1 above, please fill in the grid below for each product or service to be procured by noncompetitive proposal. If you have multiple products or services, use the 'Add Row' link to allow entry into a new row of the grid.




ID	Description of Product or Service 	Egrants Budget Category 	\$ Value of Product or Service 	Procurement Method 	Vendor Name If Known  
 3.1	Enter a description of the product or service	Consultants 	57,000.00		

 [Add Row](#)

Click on the down-arrow to open the drop-down selection list.

Procurement Details

Does this application include any procurements by noncompetitive proposal?







Yes 

2. If you answered "No" to question 1 above, the applicant agency must keep documentation on file to support and verify the competitive method of procurement. The applicant must also keep documentation on file which justifies the selection of the successful vendor. Does the applicant agree to keep supporting documentation as described?



3. If you answered 'Yes' to Question 1 above, please fill in the grid below for each product or service to be procured by noncompetitive proposal. If you have multiple products or services, use the 'Add Row' link to allow entry into a new row of the grid.



ID	Description of Product or Service 	Egrants Budget Category 	\$ Value of Product or Service 	Competitive Bid State Contract Procurement Sole Source	Vendor Name If Known 
 3.1	Enter a description of the product or service	Consultants 	57,000.00	Sole Source	

 [Add Row](#)

Select the Procurement Method to be used. In this case, Sole Source is selected.

Procurement Details

Does this application include any procurements by noncompetitive proposal?










Yes 


2. If you answered "No" to question 1 above, the applicant agency must keep documentation on file to support and verify the competitive method of procurement. The applicant must also keep documentation on file which justifies the selection of the successful vendor. Does the applicant agree to keep supporting documentation as described?



3. If you answered 'Yes' to Question 1 above, please fill in the grid below for each product or service to be procured by noncompetitive proposal. If you have multiple products or services, use the 'Add Row' link to allow entry into a new row of the grid.



ID	Description of Product or Service 	Egrants Budget Category 	\$ Value of Product or Service 	Procurement Method 	Vendor Name If Known 
 3.1	Enter a description of the product or service	Consultants 	57,000.00	Sole Source 	

 [Add Row](#)

Enter the vendor's name if known.

Procurement Details










Does this application include any procurements by noncompetitive proposal?


Yes  

2. If you answered "No" to question 1 above, the applicant agency must keep documentation on file to support and verify the competitive method of procurement. The applicant must also keep documentation on file which justifies the selection of the successful vendor. Does the applicant agree to keep supporting documentation as described?

3. If you answered 'Yes' to Question 1 above, please fill in the grid below for each product or service to be procured by noncompetitive proposal. If you have multiple products or services, use the 'Add Row' link to allow entry into a new row of the grid.

ID	Description of Product or Service 	Egrants Budget Category 	\$ Value of Product or Service 	Procurement Method 	Vendor Name If Known  
 3.1	Enter a description of the product or service	Consultants 	57,000.00	Sole Source 	Enter name of vendor here

 [Add Row](#)

Click on **Add Row** to enter additional sole source requests.

When question #3 is complete, scroll down to question #4.

Procurement Details

ID	Description of Product or Service	Egrants Budget Category	Service	Procurement Method	Vendor Name
3.1	Enter a description of the product or service	Consultants	57,000.00	Sole Source	Enter name of vendor here

System will time out at: 02:58:53 PM.
Remaining time: 11:28

[+ Add Row](#)

4. Please respond to the following questions for each vendor or contractor identified as being procured using Sole Source: For additional vendors or contractors, select the 'Add New' link.

Proposed Sole Source Vendor #1

4.1. Provide a brief description including the name of the vendor of the product or service being procured and the expected procurement amount.

4.2. Explanation of why it is necessary to contract non-competitively, including at least one of the four circumstances listed below: 1. The item is available only from a single source; 2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; 3. PCCD expressly authorizes noncompetitive proposals in response to a written request from the applicant; or 4. After solicitation of a number of sources, competition is determined to be inadequate. The justification may also include the following contractor qualities: a. Organizational expertise b. Management c. Knowledge of the program d. Responsiveness e. Expertise of personnel

Question #4 contains eight parts numbered 4.1 through 4.8. Each part must be completely and concisely answered. "N/A" and/or "Not Applicable" are not acceptable responses to any of the parts.

The narrative entered here will be copied verbatim and distributed to a multi-level PCCD Sole Source Request review team, and must provide a complete, compelling and clear justification as to why a sole source purchase is the only procurement option for this product or service.

Procurement Details

4.7. Provide a clear declaration that this action is in the "best interest" of PCCD.

4.8. Conflict of interest review: The applicant must disclose any possible conflicts of interest or declare that there are no known conflicts of interest as a result of the procurement.

Add New Proposed Sole Source Vendor

system test

system test

system test

system test

system test

system test

View History

Save

Save And Continue Editing

Return to Project Summary

When responses to all questions are complete, click on **Save And Continue Editing** to review the Procurement Details Section or to enter additional procurement details.


If complete, scroll to the top of the section.

Moving to Complete Status

Procurement Details

PROCUREMENT DETAILS

Section Point Value: 0

Completion Status: 

Created By: Mr. Cordon Nader

Last Update By: Mr. Cordon Nader

Created Date: 8/14/2019 11:49:14 AM

Last Update Date: 9/4/2019 3:03:39 PM

1. Subgrantees shall use their own procurement procedures, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

Click on the drop-down arrow next to Completion Status.

standards identified in the Uniform Administrative Requirements,

At minimum, PCCD grant recipients and subrecipients must follow the procurement standards as written in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - [2CFR 200.318 through 200.326](#).

Methods of Procurement

Subgrantees must use one of the following methods of procurement (from 2 CFR 200.320):

- (a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (\$200.67Micro-purchase). To the extent practicable, the subgrantee must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the subgrantee considers the price to be reasonable.
- (b) Procurement by small purchase procedures. 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. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

Procurement Details

PROCUREMENT DETAILS

Section Point Value: 0

Completion Status: Complete
 In Process

Created By: Mr. Cordon Nader

Last Update By: Mr. Cordon Nader

Created Date: 8/14/2019 11:49:14 AM

Last Update Date: 9/4/2019 3:03:39 PM

1. Subgrantees shall use their own procurement procedures, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

Select Complete, and scroll to the bottom of the page.

standards identified in the Uniform Administrative Requirements,

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- (b) Procurement by small purchase procedures. 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. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

Procurement Details

Add New Proposed Sole Source Vendor

system test system test system test system test system test system test

View History

Save

Save And Continue Editing

Return to Project Summary

Click Save.

Procurement Details

APPLICATION SUMMARY

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Budget Detail	Complete	15	9/4/2019 10:44:29 AM
Procurement Details	Complete	0	9/4/2019 3:22:04 PM
Fiscal Accountability	In Process	0	8/14/2019 11:49:14 AM
Federal Transparency Act Certification	In Process	0	8/14/2019 11:49:14 AM
Performance Indicators	In Process	0	8/14/2019 11:49:14 AM

System Test System Test [View Contract](#) [Preview Signature Page](#) [Submit Application](#) [Withdraw Application](#) System Test System Test
[View Issues/Comments](#)

The Procurement Details section is now in **Complete** status.

Additional Information

- Use the links in the table of contents to the right to revisit any step of this walkthrough.
- All Egrants forms can be found on the [Egrants Home](#) page of PCCD's website.
- If you have any questions throughout this process, email ra-cd-sssc@pa.gov.
- For additional grant guides and walkthroughs, please visit the [PCCD Grant Guides Site](#).

TABLE OF CONTENTS

- | | |
|----|--|
| 1. | <u>Methods of Procurement</u> |
| 2. | <u>Completing the Procurement Details Section</u> |
| 3. | <u>Moving Procurement Details to Complete Status</u> |