

FEDERAL PROCUREMENT PROCEDURES

MICRO PURCHASE < \$50,000

This form must be filled out for all purchases over \$5,000 and attached to your PO Requisition or ProCard entry in SAP. If you have questions or concerns about your project's procurement, please contact the Purchasing Department at Purchasing@washoecounty.gov or Community Reinvestment at ARPAprojects@washoecounty.gov

Project Name: _____ **IO:** _____

Department: _____ **Staff Contact:** _____

Purchase Dollar Amount: _____ **Date of Purchase:** _____

Purchase Description: _____

1. Determine if goods or services are necessary and appropriate for your project scope. Include a short description of how this purchase benefits the funded project or is within your approved budget categories.

2. Identify and record potential source(s) of goods/services and obtain pricing. Document sources here.

3. Describe analysis of price reasonableness (prior purchases, price comparisons, etc.).

4. What purchasing instrument will be used?

ProCard (< \$10,000)* PO & Contract: Services PO: Goods

* Purchases under \$10,000 can stop after Question 4 and attach this form in SAP.

5. Check for Vendor Debarment

Purchases over \$25,000 are required to document that the vendor is not debarred, suspended, or excluded from receiving federal funds. To check for debarment, log onto SAM.gov and look up the vendor's legal name. ARPA-SLFRF purchases under \$50,000 do not need to be fully registered on SAM.gov or have an active UEI #. Anything greater than \$50,000 must have these items.

6. Complete the Purchase Order Requisition

Include "**Federal Funds – Source**" in the PO Requisition textbox. After completing the PO Requisition, attach this form to your request. Purchasing will add federally compliant PO language for your purchase using the provided information.

7. Contract Development (as applicable to Contracted Services)

The Purchasing Department will assist with the development of contract language for contracted services. A federally compliant template contract will be available for project leads to use.

8. Identify a Contract Administrator

Who from the department should be contacted about the services contract? The contract administrator is responsible for ensuring that the contractor meets the performance measures laid out in the contract.

Name: _____

DOCUMENT MANAGEMENT Attach to SAP entry, as applicable to purchase:

- Completed Micro Purchase Procedure Form (this form)
- ProCard receipt, PO Requisition, Invoice, etc.
- Debarment check
- Contract (created by Purchasing for services purchases over \$10,000)

Keep in mind:

- Cost-plus contracts are prohibited for Federal procurement.
- Professional Services are not exempt from competitive bid, when using federal funds.
- Ensure women and minority-owned businesses are solicited.
- Local geographic preferences in the evaluation of bids or proposals are prohibited when using federal funds.

Any person involved in purchasing or contracts of federal funds **must have a signed copy of the Washoe County Grants Management Conflict of Interest Policy on file**. Once completed, please email to ARPAprojects@washoecounty.gov