This form along with supporting documentation **MUST** be completed by the designated grant financial officer and submitted to the Governor’s Office before obligating grant funds for a single procurement of goods (including equipment) and/or services **expected to** **exceed the Simplified Acquisition Threshold**.

**PART I: OOG GRANT INFORMATION**

|  |  |
| --- | --- |
| Grantee Name: |       |
| Project Title: |       |
| Grant Number *(ex: 16000-02)*: |       |
| Project Period: | From |       | To |       |

**PART II: VENDOR INFORMATION**

|  |  |
| --- | --- |
| Vendor Name: |       |
| Contract Period (N/A for Equipment): | From |       | To |       |
| Grantee-Defined Budget Line ItemDescription: |       |
| Item Amount (**$**): |       |

**PART III: PROCUREMENT INFORMATION**

|  |
| --- |
| 1. What procurement procedures are used by the grantee agency (SELECT One)? |
|  [ ]  State |  [ ]  Local |  [ ]  Other *(please DESCRIBE)*: |       |
| 2. Are the proposed procurement procedures compliant with federal, state and local laws and regulations and the standards identified in the Texas Grant Management Standards (SELECT One)? |  [ ]  Yes | [ ]  No |
| 3. For purchases expected to exceed the Simplified Acquisition Threshold, SELECT ***any*** of the following conditions that apply: |
| a) The procurement is to be awarded without competition and/or only one bid or offer was received in response to a solicitation. **If YES:** | [ ]  Yes | [ ]  No |
| i. Was the purchase made through/from: |  |  |
|  | * An authorized cooperative purchasing program,
 | [ ]  Yes | [ ]  No |
|  | * Federal supply schedules of the United States General Services Administration, or
 | [ ]  Yes | [ ]  No |
|  | * A vendor listed on a schedule developed by the Texas Facilities Commission?
 | [ ]  Yes | [ ]  No |
| *If Yes to any of the above 3 conditions the requirement for competitive bids is satisfied.* |  |
| ii. If ALL responses under i. are **NO**, do any of the following conditions apply: |
|  | * Item or service is available only from a single source,
 | [ ]  Yes | [ ]  No |
|  | ***If YES****, ATTACH documentation supporting this assertion.* |  |
|  | * A true public exigency or emergency exists, or
 | [ ]  Yes | [ ]  No |
|  | ***If YES****, ATTACH a statement describing emergency and need for item/service.* |  |
|  | * After competitive solicitation, competition is considered inadequate.
 | [ ]  Yes | [ ]  No |
|  | ***If YES****, ATTACH a statement describing solicitation process and results.* |  |
| b) The procurement specifies a "brand name" product. | [ ]  Yes | [ ]  No |
| ***If YES****, ATTACH a statement describing why “equal” products from other companies are either not available or have been precluded from consideration.* |  |
| c) The proposed contract/ purchase is to be awarded to an entity other than the evident low bidder under a sealed bid procurement. | [ ]  Yes | [ ]  No |
| ***If YES****, ATTACH a statement describing the low bidder’s non-conformance with the bid specifications and/or inability to meet the requirements/deliverables.* |  |
| **If the answer is ‘Yes’ to statements 3 a)ii, b), or c) above, grantees must submit the requested written justification prior to the obligation or expenditure of grant funds. Upon request from PSO, grantees must also submit procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.**   |

**PART IV: CONFLICTS OF INTEREST**

|  |  |  |
| --- | --- | --- |
| 1. Any employee, officer, agent, or any member of their immediate family who has a financial or other interest in any prospective vendor WILL BE EXCLUDED from participating in the selection, award, or administration of the contract. | [ ]  Yes | [ ]  No |
| 2. Any contractors involved in the development of the procurement WILL BE EXCLUDED from bidding or proposal submission. | [ ]  Yes | [ ]  No |

**PART V: CONTRACT MONITORING INFORMATION**

|  |
| --- |
| 1. If the procurement involves a contract: |
| a) Has the awarding agency established a contract monitoring function to regularly ensure that deliverables are being provided as specified in the contract? | [ ]  Yes | [ ]  No |
| b) Has the awarding agency established a process to regularly document the results of contract monitoring reviews? | [ ]  Yes | [ ]  No |
| c) Has the awarding agency created a filing system to maintain all files and results of contract monitoring reviews? | [ ]  Yes | [ ]  No |

**PART V: AUTHORIZING SIGNATURE**

# I certify that to the best of my knowledge and belief this questionnaire and any supporting documentation is correct and complete.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Printed Name of Financial Officer |  | Signature of Financial Officer |  | Date |