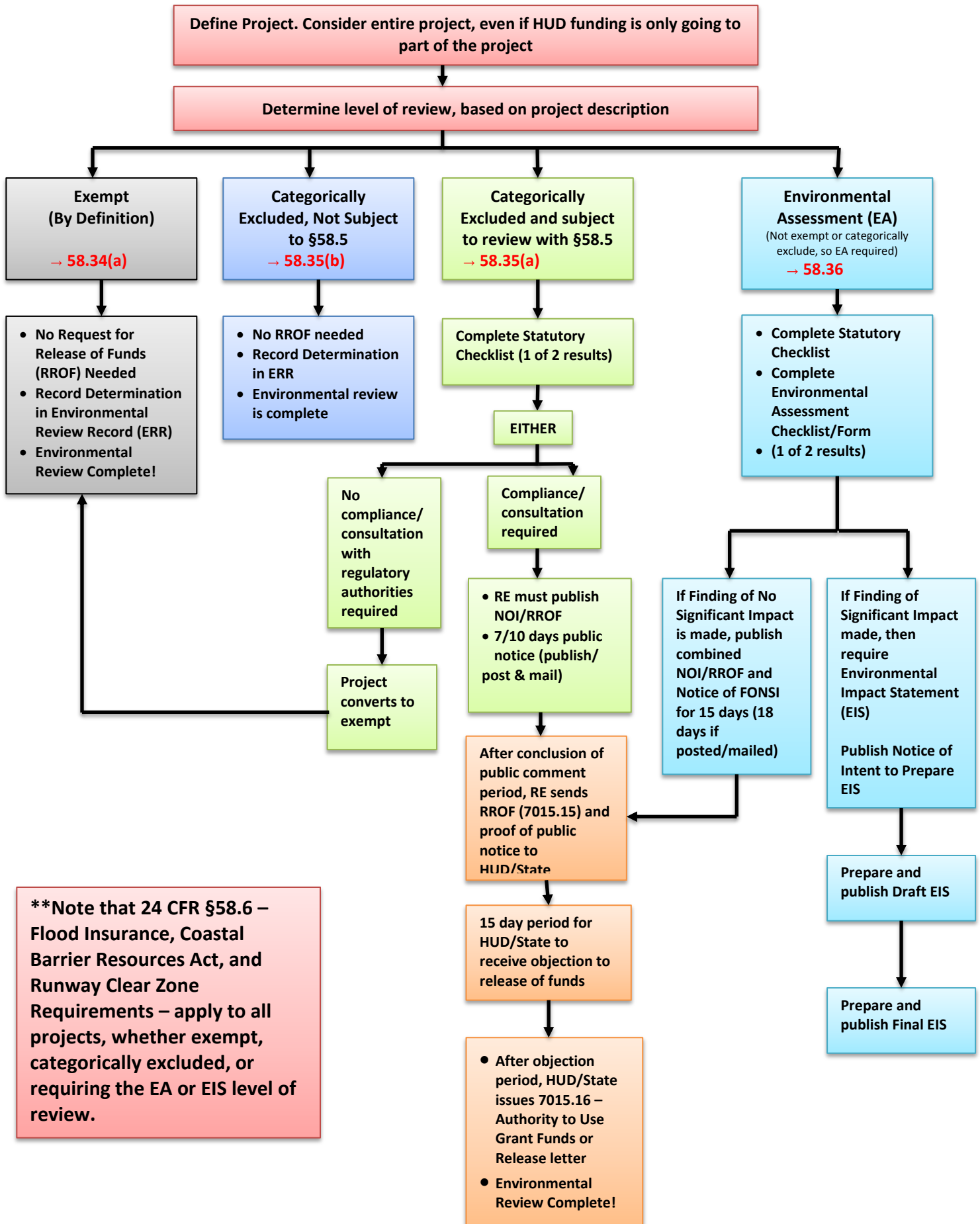
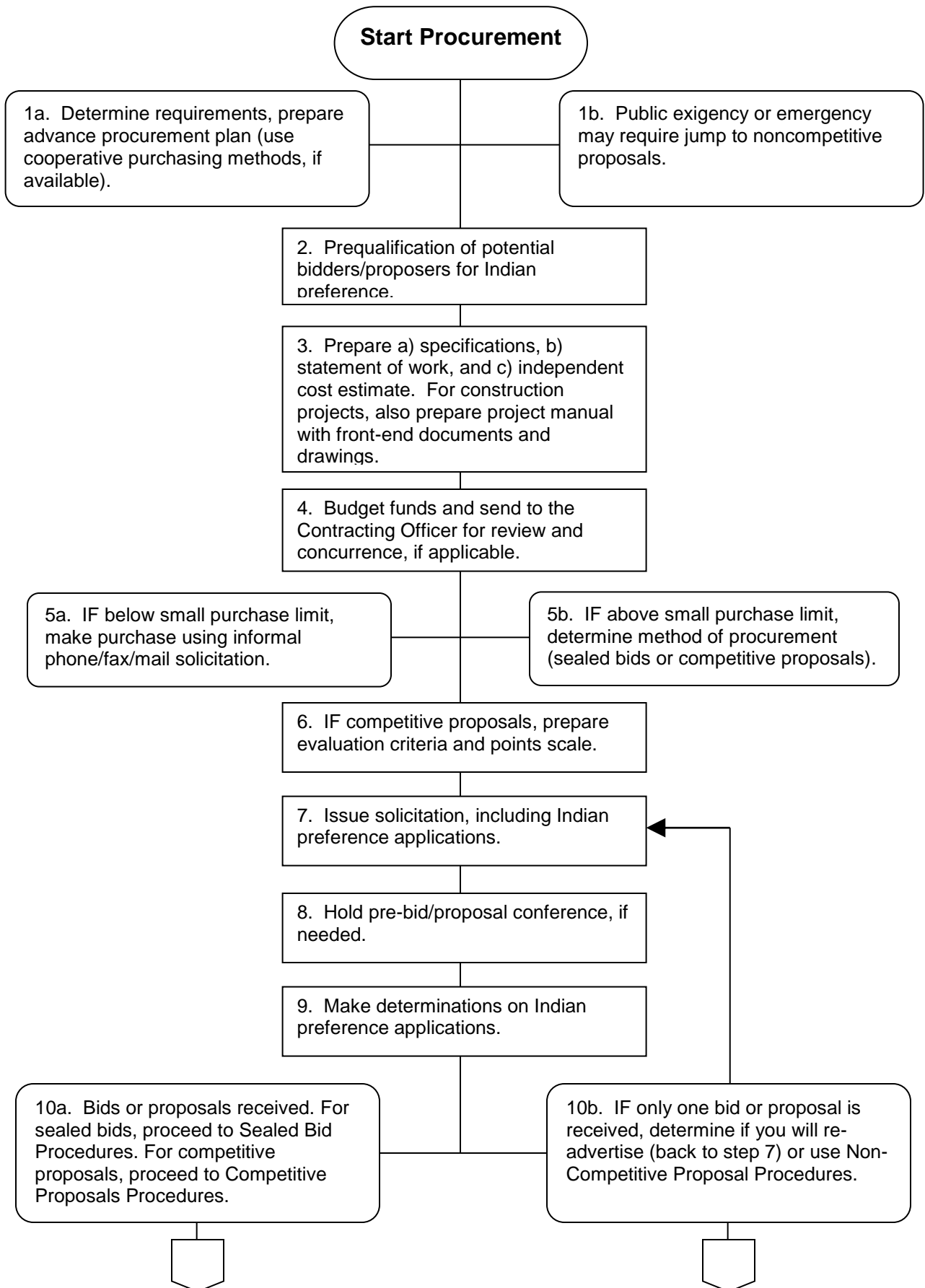


# Environmental Review Process

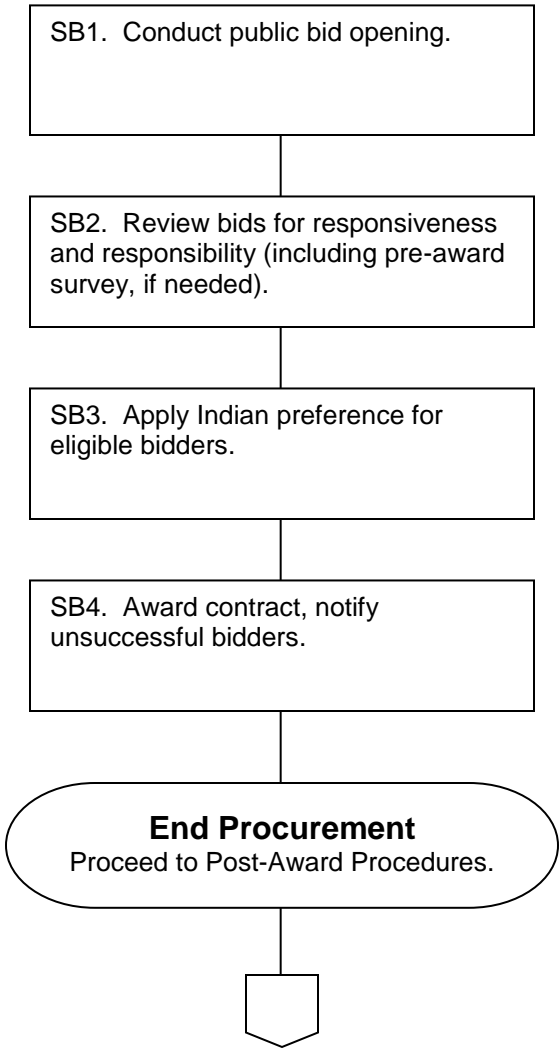
## (To Be Conducted by Responsible Entity)



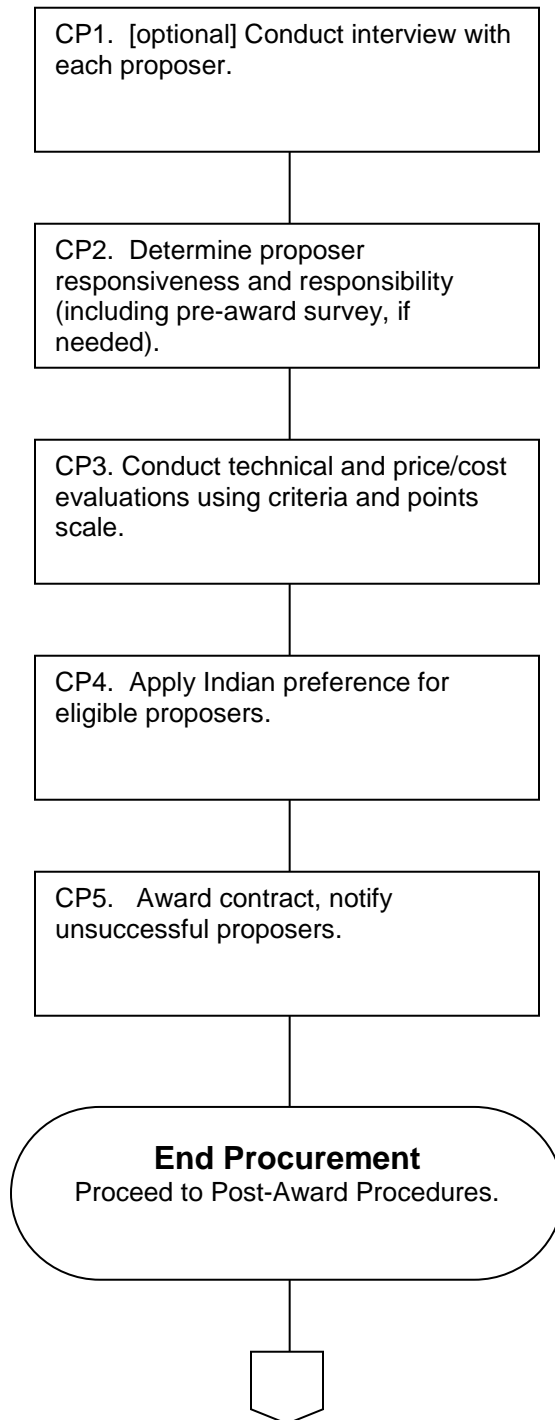
# PROCUREMENT AND POST-AWARD PROCEDURES



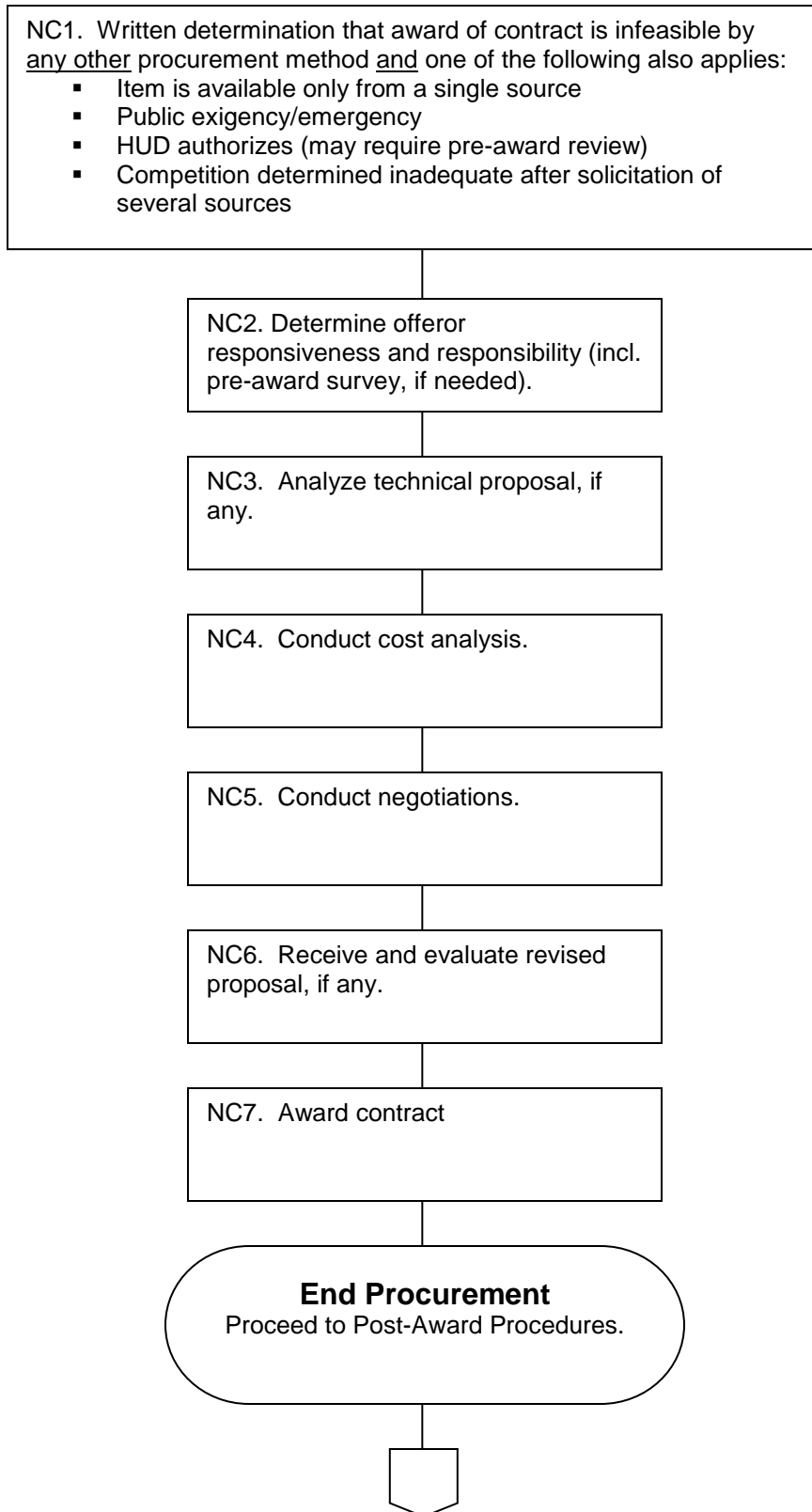
**For Sealed Bids, continue with the following steps:**



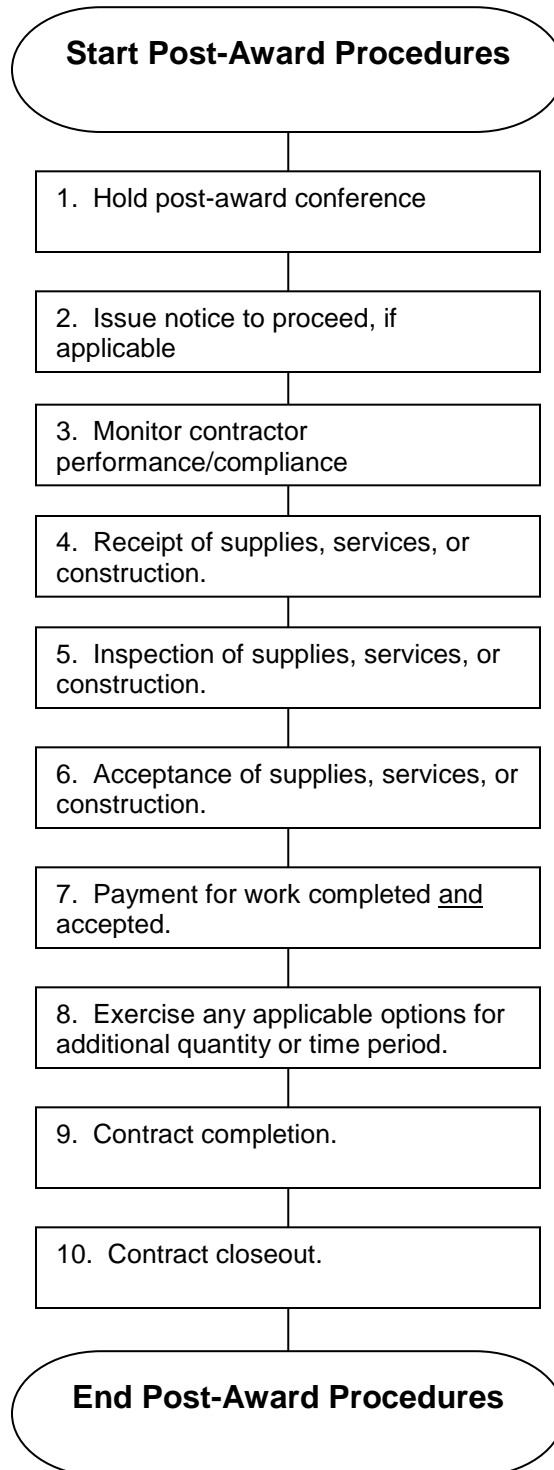
**For Competitive Proposals, continue with the following steps:**



**For Non-Competitive Proposals, continue with the following steps:**



# POST-AWARD PROCEDURES



**Procurement checklist**  
**Information for Procurement Files**

<b>Micropurchase</b>	<u>Complete</u>	<u>Date</u>	<u>Initials</u>
Procurement method used	_____	_____	_____
Description of item/service to purchase	_____	_____	_____
Vendor selected	_____	_____	_____
Cost/price reasonable	_____	_____	_____
Purchase order or contract	_____	_____	_____
Indian Preference	_____	_____	_____
Debarred list	_____	_____	_____

Instructions: Please provide comment, if needed, regarding any variance from the standard procurement procedures, such as why a different method of procurement was used or why multiple bids could not be obtained.

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## Procurement checklist

### Information for Procurement Files

Small purchase	Complete	Date	Initials
Procurement method used			
Description of item/service to purchase			
Number of quotes received			
Vendor selected			
Vendor rejected and why			
Cost/price reasonable			
Purchase order or contract			
Indian Preference			
Debarred list			

Instructions: Please provide comment, if needed, regarding any variance from the standard procurement procedures, such as why a different method of procurement was used or why multiple bids could not be obtained.

## Procurement checklist

### Information for Procurement Files

<b>Sealed Bid</b>	<b>Complete</b>	<b>Date</b>	<b>Initials</b>
Procurement method used			
Description of item/service to purchase			
Invitation of bids public			
Potential bidders requesting bid package			
Pre bid conference sign in sheet			
Bid opening sheet			
Bids received as complete and verified			
Amendments if any			
Vendor selected			
Vendor rejected and why			
Cost/price reasonable			
Purchase order or contract			
Indian Preference			
Debarred list			

Instructions: Please provide comment, if needed, regarding any variance from the standard procurement procedures, such as why a different method of procurement was used or why multiple bids could not be obtained.

[illegible]

**Procurement checklist**  
**Information for Procurement Files**

<b>Competitive Proposal</b>	<u>Complete</u>	<u>Date</u>	<u>Initials</u>
Procurement method used	_____	_____	_____
Description of item/service to purchase	_____	_____	_____
Request for Proposal public	_____	_____	_____
Request for Proposal includes evaluation factors	_____	_____	_____
Proposals received as complete and evaluation	_____	_____	_____
Amendments if any	_____	_____	_____
Vendor selected	_____	_____	_____
Vendor rejected and why	_____	_____	_____
Cost/price reasonable	_____	_____	_____
Purchase order or contract	_____	_____	_____
Indian Preference	_____	_____	_____
Debarred list	_____	_____	_____

Instructions: Please provide comment, if needed, regarding any variance from the standard procurement procedures, such as why a different method of procurement was used or why multiple bids could not be obtained.

**Procurement checklist**  
**Information for Procurement Files**

<b>Sole Source</b>	<u>Complete</u>	<u>Date</u>	<u>Initials</u>
Procurement method used	_____	_____	_____
Description of item/service to purchase	_____	_____	_____
Reason for Sole Source	_____	_____	_____
Vendor selected	_____	_____	_____
Cost/price reasonable	_____	_____	_____
Purchase order or contract	_____	_____	_____
Indian Preference	_____	_____	_____
Debarred list	_____	_____	_____
HUD approval as required	_____	_____	_____

Instructions: Please provide comment, if needed, regarding any variance from the standard procurement procedures, such as why a different method of procurement was used or why multiple bids could not be obtained.

### Competitive Sealed Bidding Checklist

NO.	Question	Yes	No
1.	<p>Is it possible to describe the requirement in exact terms (design specifications) so the contractor can "Fix Price" the bid?</p> <p>(Note: If a contractor must provide a deliverable for a fixed price where "unknowns" are involved, contingency dollars usually are included in the price. Then, if these contingencies do not generate or occur, the material/service may be overpriced.)</p> <p>If the answer is "Yes," an invitation for Bid (IFB) utilizing competitive Sealed Bidding procedures may be effectively used and the award made to the lowest responsive and responsible bidder.</p>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<p>Can it be expected that "advertising" will result in two or more responses to the solicitation?</p> <p>If the answer is "Yes," consider use of an invitation for Bid (IFB).</p>	<input type="checkbox"/>	<input type="checkbox"/>

### Small Purchase Checklist

NO.	Question	Yes	No
1.	<p>Is the estimated cost of the requirement below the established simplified acquisition threshold?</p> <p>If the answer is "Yes," a purchase order may be used.</p>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<p>Are there available local vendors that may logistically satisfy the requirement?</p> <p>If the answer is "No," consider additional lead-time required to solicit vendors outside the local area.</p>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<p>May the requirement be satisfied by an existing "Blanket" purchase agreement?</p> <p>If the answer is "Yes," use the existing Blanket Purchase Agreement.</p> <p>If the answer is "No," conduct a solicitation in accordance with grantee procedures.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<p>Has the requirement been "split" to be below the mandatory purchase agreement monetary level? (Order splitting, an unallowable practice, is reducing an order below the small purchase threshold to avoid a more complex procurement method.)</p> <p>If the answer is "Yes," another method must be used.</p>	<input type="checkbox"/>	<input type="checkbox"/>

### Code of Conduct Monitoring Checklist

No.	Question	Yes	No
1.	<p>Is there any indication that there is any inappropriate action on the part of either the Tribe/TDHE or the contractor from either an individual or organizational conflict of interest standpoint?</p> <p>If the answer is "Yes," the Tribe/TDHE should determine the severity of the problem and take action accordingly.</p>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<p>Is there any indication the Statement of Work might be restrictive?</p> <p>If the answer is "yes," the Statement of Work must be corrected and the RFP amended or canceled, as appropriate.</p>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<p>Have there been any protests or hints of improprieties from any outside sources?</p> <p>If the answer is "Yes," the validity must be determined, and action taken accordingly.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<p>Has there been an appearance of conflicts of interest relating to the proposed contractual action?</p> <p>If the answer is "yes," a thorough investigation should be conducted, and any required corrective action taken.</p>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<p>Have cost and technical evaluation committee members evaluating proposals under competitive negotiation procedures signed a statement confirming the fact that they or members of their immediate family have no interest in the companies being evaluated.</p>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<p>Has "Brand name or equal" been used excessively in similar solicitations that might be interpreted as leading to a conflict-of-interest situation?</p> <p>If the answer is "yes," the work specification, if possible, should be expanded in order to achieve more competition.</p>	<input type="checkbox"/>	<input type="checkbox"/>

# Procurement Analysis Form - Instructions

The Procurement Analysis Form is to be used for all procurement activities. The purpose of this form is to document the basis for the selection of a particular vendor, and to document the reason(s) for the use of non-competitive procurement. This form needs to be completed as part of the request for payment for every individual purchase. A copy of this form should be attached to every invoice to be paid and then filed with the payment.

**Item:** enter a description of the item(s) being purchased, for example *"5 exterior doors"* or *"consultant services"*.

**Vendor:** enter the name of the vendor.

**Basis of Selection:** check the appropriate box, either (1) Lowest price; or (2) Competitive proposals; or (3) Non-competitive purchase; or (4) State or federal contract purchase.

**Lowest Price:** enter the number of price quotes in the space provided. If less than two quotes received, this is a Non-competitive purchase, and you must check number 3 and complete the additional information. Check "price quotes attached" if this purchase is based on Lowest Price, but is not included in the annual procurement, or check "price quotes on file" if this purchase is based on Lowest Price and is part of the annual procurement.

**Competitive Proposals:** Check this box if the purchase is the result of a Request for Proposals. Attach a copy of the Contract with the invoice.

**Non-Competitive Purchase:** Check this box if there is only one quote submitted for the procurement (sole-source procurement). One of the four boxes must be checked to justify why only one quote was obtained. There can be no other justification for obtaining only one quote. In addition, the reasonableness of the price being paid must be documented by checking one of the following boxes and attaching the related documentation.

**Cost breakdown:** the vendor must supply a breakdown of his cost and estimated profit related to the purchase.

**Commercial pricing and sales information:** provide a copy of a catalog page, an advertisement, or some other documentation that demonstrates the price being charged is the same or less than the price being charged to the general public.

**Law or regulation:** provide a copy of a public document that prescribes a certain price be charged through the action of a public body.

**State or federal contract purchasing:** Check this box if the purchase is through the State or federal procurement process, such as for the purchase of vehicles. Attach a copy of the appropriate contract or purchase order the vendor has with the State or federal government.

**Micro Purchasing:** Check this box if the procurement is less than \$5,000. Procurements cannot be separated to meet this threshold.

**Approval:** this form needs to be approved only if non-competitive procurement is being used.



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## Procurement Analysis

Item:

Vendor:

### **Basis of Selection:**

- ☐ 1. **Lowest price** from among \_\_\_\_\_ price quotes.
  - ☐ Price quotes attached.
  - ☐ Price quotes on file.
- ☐ 2. **Competitive Proposals.** Copy of Contract attached.
- ☐ 3. **Non-Competitive Purchase** due to at least one of the following reasons (*Housing Director approval required*):
  - ☐ The item is available only from a single source, based on a good faith review of available sources.
  - ☐ An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any other procurement methods and the emergency procurement shall be limited to those supplies, services or construction necessary to meet the emergency.
  - ☐ HUD authorizes the use of non-competitive proposals.
  - ☐ After solicitation of a number of sources, competition is determined inadequate.
- ☐ 4. **State or federal contract purchasing.** Copy of contract attached.
- ☐ 5. **Micro Purchase.** Procurement is less than \$10,000, no solicitation required. Cost has been determined to be reasonable.

### **Non-competitive Purchase Approval**

Authorized Representative

Date