

City of New Orleans Bureau of Purchasing Federal Grant Procurement Procedures



CITY OF NEW ORLEANS

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Prepared by:
City of New Orleans
Bureau of Purchasing
and GCR Inc.





Table of Contents

Overview and Purpose	3
Definitions	3
Public Works	3
Goods:	3
Non-professional Services:	3
Professional Services:	3
Small and Micro Purchase Packet (for HUD Grants ONLY):	4
Informal Bids:	4
Forms	4
Section 1: Methods of Procurement	5
1.1 Micro Purchases	5
1.2 Small Purchases	6
1.3 Formal Sealed Bids	7
1.4 Procurement by Competitive Proposals	9
1.5 Unique or Non-Competitive	9
1.6 Subrecipients and Partners (HUD-funding ONLY)	10
Section 2: Purchasing Step by Step Procedures:	12
2.1 Informal Bids, Small and Micro Purchases	12
2.2 Formal Sealed Bids (Public Works, Goods, and Non-Professional Services)	13
2.3 Procurement by Competitive Proposals	15
2.4 Unique or Non-Competitive Procurement	17
2.5 Non-Responsive or Not Responsible Respondents	18
2.6 Procurement Protest Procedures	18
2. Procurement Procedures under an Emergency Declaration by the State or Federal Government	19
2.8 Debriefing Procedures	20
2.9 Change Orders	21
Table 4: Procurement Chart	23

Attachment A- Procurement Task Force Procedures



Procurement Procedure Updates

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Bureau of Purchasing Procurement Procedures

Overview and Purpose

This document serves as a reference document outlining the City's procurement processes. It includes procedures for projects funded by local resources, state funds, and federal grants. In particular, it provides all of the required procedures for compliance with the City of New Orleans's Federal Grant Procurement Policy for the procurement of any federally funded goods, non-professional services, professional services, or public works for the City of New Orleans.

All procurements in which federal funds are contemplated or used must be conducted in accordance with federal procurement requirements. If any conflicts exist with City of New Orleans procurement regulations, such as Chief Administrative Officer (CAO) Memorandums or Executive Orders, the federal requirements should be followed.

The Bureau of Purchasing (Purchasing) works directly with City of New Orleans (the City) departments for all procurement related activities. The requesting department is responsible for providing the justification for items submitted to Purchasing for procurement. Purchasing is responsible for maintaining all required forms and approvals for all procurements. Requesting departments may download all forms referenced in italics in this document (and listed below) from the Purchasing's Website, at <http://www.nola.gov/purchasing/>.

Section 1 of this manual aligns the methods of procurement outlined in 2 CFR 200.320 and the methods of procurement that the City follows. Section 2 outlines the specific step-by-step procedures that Purchasing follows to ensure that all procurements follow federal, state, and local guidelines.

Any interpretations, determinations or conflicts relating to the application or meaning of any of the procedures contained herein shall be made in the sole discretion of the Chief Procurement Officer (CPO), or designee. Any proposed changes to this document must be submitted in writing to and expressly approved by the CPO, or designee.

Definitions

Public Works:

Erection, construction, alteration, improvement, or repair of any public facility or immovable property owned, used, or leased by a public entity. This definition can be found in La R.S. 348:2211(A) (12).

NOTE: Demolition of a public facility constitutes a Public Work. Debris removal is a service and not a Public Work, see City of New Orleans Policy Memorandum 113-R.

Goods:

Goods consist of "Movables" as defined in City of New Orleans Policy Memorandum 24-R.

Non-professional Services:

While not defined, these types of services are governed by City of New Orleans Policy Memorandum 24-R

Professional Services:

Professional Services are those that include work rendered by an independent contractor who has a professed knowledge of some department of learning or science used by its practical application to the



Bureau of Purchasing Procurement Procedures

affairs of others or in the practice of an art founded on it, which independent contractor shall include but not be limited to attorneys, doctors, dentists, nurses, veterinarians, architects, engineers, land surveyors, landscape architects, accountants, actuaries, appraisers, business consultants, investment advisors, and claims adjusters. A profession is a vocation founded upon prolonged and specialized intellectual training which enables a particular service to be rendered. The word “professional” implies professed attainments in special knowledge as distinguished from mere skill. See City of New Orleans Policy Memorandum 8-R. The CPO, or designee has sole discretion to determine whether a procurement constitutes Professional Services.

Small and Micro Purchase Packet (for HUD Grants ONLY):

The Small and Micro Purchase Packet contains two documents: 1) the Small and Micro Purchase Cost Reasonableness Form; and 2) the Small Purchase Checklist. The requesting department shall complete all required components of the packet and shall submit it to Purchasing along with copies of the requisition request and quotes solicited from vendors.

NOTE: For non-HUD grants, the City will continue to use its Informal Bid Quote Form and other Authorizing Forms for micro and small purchases.

Informal Bids:

Informal bids are those relatively small and simple procurements that are procured by informally soliciting quotes from vendors. Informal bids must follow the procedures for small and micro-purchases, depending on their type and value. Informal bids are used for small purchases of non-professional services, goods, and public works.

Forms

All procurement-related forms can be found on the Bureau of Purchasing’s [website](#). Depending on the funding source, requesting departments shall use the correct forms below for each specific procurement type.

Forms for HUD Grants ONLY	Forms for all other Federal procurements
Micro Purchases	
Small and Micro Purchase Cost Reasonableness Form	Informal Bid Quote Form
	Micro Purchase Professional Services Form
Small Purchases	
Independent Cost Estimate Form (ICE)	Independent Cost Estimate Form (ICE)
HUD Small Purchase Checklist	One of the following: • Informal Bid Quote Form • Small Purchase Professional Services Form
HUD Small and Micro Purchase Cost Reasonableness Form	Cost Reasonableness Form



Bureau of Purchasing Procurement Procedures

Competitive Proposals
RFP/RFQ Template
Independent Cost Estimate Form (ICE)
Request for Professional Services Form
Cost Reasonableness Form
DBE Forms (contracts over \$15,000)
Sealed Bids
Independent Cost Estimate Form (ICE)
One of the following: • Bid Procurement Authorization Form – Public Works • Bid Procurement Authorization Form – Materials and Supplies • Bid Procurement Authorization Form –Non-Professional Services
Cost Reasonableness Form
DBE Forms (contracts over \$15,000)
Change Orders/Amendments
Change Order Recommendation for Approval Form
Plan Change Recommendation for Approval Form

Section 1: Methods of Procurement

1.1 Micro Purchases

According to 2 CFR 200.320(a), procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold, defined at 48 CFR Subpart 2.1, and currently set at \$3,000. To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

The following outlines the methods of procurement that the City uses, which are more stringent than the requirements of 2 CFR 200.320(a):

Goods and Non-Professional Services: Micro purchases of goods and non-professional services shall include all procurements valued at \$1,000 or less. All micro purchases of goods and non-professional services may be completed upon the approval of the requesting department head, or designee after receiving at least one quote from a qualified vendor.

However, prior to the release of the Purchase Order (PO), the requesting department must determine that the cost is reasonable, complete the *Informal Bid Quote Form*, or for federal grants, the *Small and Micro Purchase Packet*, and submit them to Purchasing with all required supporting documentation for approval. The latest version of all forms may be downloaded from Purchasing's website.

Either the *Informal Bid Quote Form* or *Small and Micro Purchase Packet* is submitted to Purchasing in order for the CPO, or designee, to determine whether the lowest priced vendor was selected and if not, and to determine if the justification is adequate.

Professional Services: Micro purchases of professional services shall include all procurements of such services valued under \$1,000. All micro purchases of professional services may be completed upon the approval of the requesting department head, or designee.

However, prior to the release of the PO, the requesting department must determine that the cost is reasonable, complete either the *Micro Purchase Professional Services Form* or for HUD grants, the *Small and Micro Purchase Packet*, and submit them to Purchasing with all required supporting documentation for approval, which includes a certification that the services being sought are professional services.

Public Works: The City shall not procure any public works regardless of value by micro purchase. All public works procurements shall be made by small purchase or formal sealed bid.

1.2 Small Purchases

According to 2 CFR 200.320(b), procurement by small purchases 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, defined at 48 CFR Subpart 2.1, and currently set at \$150,000.¹ If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

The following outlines the methods of procurement that the City uses, which are more stringent than 2 CFR 200.320(b):

Goods and Non-Professional Services: Small purchases of goods and non-professional services include procurements valued over \$1,000, but under \$20,000. For procurements valued over \$1,000, but under \$10,000, the City must utilize the informal bid process described in Section 2.1(2)(b)(i), which recommends that at least 3 quotes be obtained. In situations where it is not possible to solicit 3 quotes, 2 quotes will suffice.

Procurements valued above \$10,000, but under \$20,000, must utilize the informal bid process described in Section 2.1(2)(b)(ii), by reaching out to vendors and obtaining at least 3 quotes.

For all non-professional services procurements valued above \$15,000, Disadvantaged Business Enterprise (“DBE”) participation is required. For all non-professional services procurements valued under \$15,000, the City strongly encourages DBE participation, but it is not required.

For all small purchases of goods and non-professional services, regardless of value, the requesting department must determine whether the cost is reasonable, download either the *Informal Bid Quote Form* or for federal contracts, the *Small and Micro-Purchase Packet* from Purchasing’s website, and submit the forms from the packet to Purchasing, along with all required supporting documentation prior to procurement.

Either the *Informal Bid Quote Form* or the *Small and Micro-Purchase Packet* must be submitted to Purchasing in order for the CPO, or designee, to determine whether the lowest priced vendor

was selected and if not, to determine if the justification is adequate, and check the entity's debarment status.

Professional Services: Small purchases of professional services include procurements valued between \$1,000 and \$15,000. For all small purchases of professional services, Purchasing encourages the requesting department to obtain at least 3 proposals, but will accept 2 proposals.

The requesting department must determine whether the cost is reasonable, complete either the *Small Purchase Professional Services Form* or for federal contracts, the *Small and Micro Purchase Packet*, and provide all additional documentation required by the forms, which includes a certification that the services being sought are professional services. The latest version of all forms may be downloaded from Purchasing's website. A requesting department may only contract with a particular contractor for a total of \$15,000 per calendar year without competitive selection.

Either the Small Purchase Professional Services Form or for federal contracts, the *Small and Micro Purchase Packet* must be submitted to Purchasing in order for the CPO, or designee to confirm that the services being sought are professional services and check the entity's debarment status.

Public Works: Small purchases of public works include all public works procurements valued at \$150,000 or less. Public works procurements valued up to \$50,000 must be made utilizing the informal bid process described in Section 2.1(2)(b)(ii), which requires the City to make efforts to reach out to vendors and obtain at least 3 quotes. The requesting department must complete either the *Informal Bid Quote Form* for purchases under \$50,000 or for federal contracts, the *Small and Micro Purchase Packet*. For any construction procurements over \$2,000, the Labor Compliance Officer (LCO) will determine that proper wage rate determinations are made, in compliance with Davis-Bacon and Related Acts requirements.

For public works valued between \$50,000 and \$150,000, the procurement is advertised on Purchasing's online portal, the requesting department completes the *Bid Procurement Authorization Form* and follows the Formal Bid Process described in Section 2.2. All public works valued above \$15,000 shall require DBE participation. Prior to the contract award, the Office of Supplier Diversity (OSD) will confirm that the City's DBE and Section 3 requirements are met.

1.3 Formal Sealed Bids

2 CFR 200.320: *Procurement by sealed bids (formal advertising). 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. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.*

(1) *In order for sealed bidding to be feasible, the following conditions should be present:*

- (i) *A complete, adequate, and realistic specification or purchase description is available;*
- (ii) *Two or more responsible bidders are willing and able to compete effectively for the business; and*

Bureau of Purchasing Procurement Procedures

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

Public Works: For all public works bids over \$50,000, Purchasing follows the procedures outlined in Section 2.2 of this manual in accordance with Louisiana Public Bid Law. All requesting departments must complete the *Bid Procurement Authorization Form – Public Works* and include all front-end documentation required by Purchasing, including, but not limited, the *Cost Reasonableness Form*, and Architectural and Engineering documents and specifications. A formal list of all required front-end documentation is provided with the *Bid Procurement Authorization Form – Public Works*. The latest version of all forms may be downloaded from Purchasing's website.

Upon receipt and review of all required documentation, Purchasing shall begin the formal bid process. All Public Works bids over \$15,000 must comply with DBE participation requirements.

Goods and Non-Professional Services: For all bids for goods and non-professional services valued at \$20,000 and above, the City utilizes a competitive bidding procurement process. Purchasing provides the requesting department with the *Bid Procurement Authorization Form- Non-Professional Services* or *Bid Procurement Authorization Form- Materials and Supplies*, and a list of the required back up documentation.

The latest version of all forms may be downloaded from Purchasing's website. The requesting department is required to complete the specification and submit to Purchasing along with all required back-up documentation. Upon receipt and review of all required documentation, Purchasing shall commence the competitive bidding process described in Section 2.2. All bids for goods and non-professional services over \$15,000 require DBE participation.

Professional Services: Professional Services valued over \$15,000 are procured through a competitive proposal process described in Section 2.3.

1.4 Procurement by Competitive Proposals

2 CFR 200.320: *The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:*

- (1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;*
- (2) Proposals must be solicited from an adequate number of qualified sources;*
- (3) The Non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;*
- (4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and*
- (5) The Non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.*

Public Works: The City shall not procure any public works regardless of value by competitive proposals. All public works procurements shall be made by small purchase or a formal sealed bid.

Goods and Non-Professional Services: Except in instances authorized by law, the City shall not procure any goods and non-professional services, regardless of value, by competitive proposals. All procurements for goods and non-professional services shall be made by micro purchase, small purchase, or formal sealed bid.

Professional Services: Professional services over \$15,000 are procured through either an Request for Qualifications ("RFQ") and/or Request for Proposals ("RFP"). All requesting departments must use the standard *RFP/RFQ Template* provided by Purchasing. The requesting departments must draft an RFP or RFQ that contains clear description of the services to be performed the criteria for evaluation, and the scoring weight attached to each item. Upon review and receipt of the required documents, Purchasing shall begin the competitive proposal procedures described in Section 2.3. All professional services valued above \$15,000 require DBE participation. For procurements over \$15,000, the CPO will make a determination that the services being sought constitute professional services.

1.5 Unique or Non-Competitive

2 CFR 200.320: *Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:*

- (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) *The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or*

(4) *After solicitation of a number of sources, competition is determined inadequate.*

Public Works: Louisiana Public Bid Law requires that all public works valued above \$150,000 be procured via a formal sealed bid process and awarded to the lowest responsive and responsible bidder.

Goods and Non-Professional Services: Upon demonstrating that the procurement of goods and non-professional services are not amenable to competitive procurement due to unique or non-competitive circumstances, the requesting department shall submit the *Bid Procurement Authorization Form – Non-Professional Services or Bid Procurement Form Materials and Supplies*, and all additional required documents to Purchasing. The latest version of all forms may be downloaded from Purchasing’s website. Upon review and receipt of all required documents, Purchasing shall commence the unique or non-competitive procurement process described in Section 2.4.

Professional Services: Except in instances of emergency or in the best interest of the City, professional services over \$15,000 must be procured through an RFQ and/or an RFP in accordance to the competitive proposal procedures described in Section 2.3. The City shall ensure that the solicitations provide clear description of the work being performed and all contractor requirements to ensure that all vendors have adequate information to submit responses.

If Purchasing receives an inadequate number of proposals, the CPO may determine whether to extend the deadline or cancel the RFP and revise or resolicit in an attempt to gather additional responses. If additional responses are received, Purchasing shall proceed with the competitive proposal procedures described in Section 2.3. If after numerous attempts, the City fails to receive additional responses, Purchasing shall determine whether to initiate the single proposal review procedures described in Section 2.3.

1.6 Subrecipients and Partners (HUD-funding ONLY)

Under certain HUD-funded grants, the City may follow specific HUD requirements for procuring entities to aid them in their administration of the grant. These entities, known as subrecipients or partners are not required to be procured in the same ways as other firms when procured with federal funds.

Subrecipients: For HUD-funded grants, the City often relies on service providers (nonprofits and community-based organizations) and other public agencies to implement programs on their behalf with grant funds. The selection of these organizations, known as subrecipients, are not required to comply with other federal procurement requirements outlined in 2 CFR 200. Therefore, the HUD procurement checklist, and Purchasing approval are not required for subrecipient agreements.

Subrecipient selection procedures are under the purview of the Office of Community Development. However, the subrecipient must comply with the federal procurement requirements in 2 CFR 200. Purchasing may participate in Technical Assistance for subrecipients on an as needed basis.

Procurement of Partners: For the HUD-funded National Disaster Resilience Competition (NDRC), HUD allowed grantees to engage with partners during the application process. For these purposes, partners may be a state, unit of local government, nonprofit entity, private developer, financial institution, or another entity chosen by the City to assist in applying for funding or in carrying out a funding award. Under the NDRC, partners were not required to be procured competitively.

To determine whether an entity should be treated as a subrecipient or a contractor, the City makes the following determinations. See *Attachment A – HUD NDR Procurement Task Force Procedures*.

1. Process initiated: requesting department identifies need for services and grant budget;
2. Requesting department completes Form(s) in *Request Packet (Request for Determination Form, Sub vs Contractor Questionnaire)*;
3. Requesting department submits completed packet to the Task Force (TF), via Email/SharePoint;
4. TF issues *Response Email* (Form Letter) to requesting department to confirm receipt of *Request Packet*, and date/time request will appear on weekly meeting agenda;
5. Prior to weekly meeting, TF members review all requests and supporting documents. Remarks/questions prepared for discussion during meeting
6. Weekly meeting held: Remarks/questions addressed. TF issues written determination for all requests on agenda.
 - a. Contractor determination issued, procurement is required. Requesting department refers to City's procurement procedures for next steps.
 - b. Subrecipient determination issued. NOFA is required. Request refers to OCD NOFA procedures.

Section 2: Purchasing Step by Step Procedures:

2.1 Informal Bids, Small and Micro Purchases

Unless specified, all departments will follow the requirements from Section 2.1 for all small and micro purchases. For federally funded grants, specific requirements will be noted.

1. For micro purchases, small purchases, or informal bids, the requesting department is responsible for completing the proper forms: either the *Informal Bid Quote Form* or *Micro Purchase/Small Purchase Professional Services Form*, or for HUD funded grants, each form in the *Small and Micro Purchase Packet*, along with all supporting documentation.
 - a. Supporting Documentation for Micro Purchases:
 - i. Quotes from at least one qualified vendor
 - ii. Screen shot of the requisition
 - b. Supporting Documentation for Small Purchases:
 - i. Quotes from adequate number of sources
 1. \$1-\$10k, 2 quotes required, 3 quotes recommended
 2. \$10-\$20k, 3 quotes required
 - ii. Completed ICE Form with supporting documents
 - iii. Screenshot of the requisition
 - iv. Price analysis
 - v. For federally funded grants: printout from Sam.gov verifying active status and that the vendor is not debarred (for purchases over \$25,000)
 1. Purchasing Buyer is responsible for debarment check
2. All quotes must be provided on the vendor's letterhead, and must state a price for the quantities requested. These quotes shall be attached to the proper forms.
3. For Goods and Non-Professional Services under \$10,000 ONLY:
 - a. Purchasing encourages 3 written quotes but requires that at least 2 written quotes. For special circumstances, where it is not feasible to obtain at least 2 written quotes, the CPO, or designee, must sign off on the procurement.
 - b. For federally funded contracts, the City does not give preference to local firms and does not follow its Hire NOLA or Work NOLA policies.
4. Purchasing Buyer then reviews the submitted forms, along with any supporting documentation, to ensure all required information has been provided by the requesting department, ensure that all necessary signatures have been obtained, and verify that all costs are reasonable.
5. Once the request has been approved, Purchasing Buyer issues a PO, which consists of a legally binding instrument with the vendor. After the PO is issued, the Law Department is responsible for the execution of all contracts and provides the contract template, processes, etc.



Bureau of Purchasing Procurement Procedures

6. Once Purchasing Buyer has processed the above items, the Law Department delivers copies of the Contract and/or PO to the vendor and the requesting department. Purchasing Buyer also receives a copy of the executed forms to the requesting department for their internal records.
7. Purchasing maintains copies of all POs and contracts in their records.

2.2 Formal Sealed Bids (Public Works, Goods, and Non-Professional Services)

1. As part of the pre-solicitation process, the requesting department completes one of the appropriate Bid Procurement Authorization Forms for the item being procured (Bid Procurement Authorization Form – Public Works, Bid Procurement Authorization Form –Non- Professional Services, or Bid Procurement Authorization Form- Materials and Supplies). **If HUD funds are used, the requesting department also completes Section 1 of the *Procurement Checklist for HUD Grantees*.**

The requesting department must complete all required forms and submit them to Purchasing along with the *Bid Procurement Authorization Form*. The latest version of all forms may be downloaded from Purchasing's website. Failure to use the forms provided by Purchasing shall result in rejecting the proposed procurement and returning it to the requesting department for corrections. The applicable *Bid Procurement Authorization Form* must be signed by the requesting department head and CAO, or designee. The form must be provided with the formal bid package which includes, but is not limited to, the following documents:

- a. Front End Documents (not necessarily all inclusive):
 - i. Instructions to Bidders
 - ii. Form of Proposal
 - iii. Non-Collusion Affidavit
 - iv. Bidder Attestation Form
 - v. Sample Agreement Form
 - vi. Bond and Certificates
 - vii. Payroll Reporting
 - viii. General Conditions of the Contract
 - ix. Special Conditions for the Contract (if applicable)
 - x. Section 3 Plans for Contractors (if HUD funded)
 - xi. Davis-Bacon Rate Determinations (if applicable)
 - xii. DBE Form
 - xiii. Tax Clearance Form
 - xiv. General Terms and Conditions for Contracts with the City
 - b. Specifications
 - c. Completed Independent Cost Estimate (ICE Form)
 - d. Date and time of the public reading of bids
2. Purchasing Buyer assigned to the procurement reviews the package and completes the *Invitation to Bid Form* sections as applicable.
 3. The Purchasing Buyer shall reject and return any proposals not submitted in the required template(s).
 4. CPO reviews and authorizes the bid package.



Bureau of Purchasing Procurement Procedures

5. Once approved by the CPO, Purchasing Buyer then prepares the bid package for advertisement.
6. Public Works bids are advertised for a minimum of 25 days via Purchasing's on-line portal and in the Official Journal (newspaper) of Record.
7. Goods and non-professional services are advertised for a minimum of 21 days via Purchasing's on-line portal and in the Official Journal (newspaper) of Record.
8. Department determines whether to host a pre-bid conference. All pre-bid conferences must be held at least 10 days after the first newspaper advertisement is published. If a pre-bid conference is held, then Purchasing Buyer shall include minutes from the pre-proposal meeting in the file.
9. Purchasing may issue any addenda up to 3 days prior to the bid opening without having to change the opening date.
10. Purchasing may receive formal sealed bids via the following mechanisms:
 - a. Via Purchasing's on-line portal.
 - b. Delivered in person to the City.
 - c. Delivered via US Mail service (USPS, UPS, FedEx, etc.). Submission date shall be deemed the date received by Purchasing.
11. The opening of bids occurs at the Bureau of Purchasing Office on the date and time identified in the formal bid package.
12. Purchasing Buyer completes the bid tabulation and a responsiveness review and identifies the two apparent lowest responsive bidders at the bid opening.
 - a. Within 3 days of the bid opening, the 2 apparent lowest bidders must submit the required DBE participation documentation and any other post-bid documentation expressly required in the Invitation to Bid and or bid specifications.
 - b. Purchasing Buyer remits the DBE participation documentation to OSD. OSD reviews the said documentation to determine responsiveness and then informs the Purchasing Buyer and issues the validation.
 - c. For Public Works bids, the Purchasing Buyer sends the Labor Compliance Form to the requesting department's LCO who completes the form and verifies the wage rate determinations. The LCO also verifies the winning bidder's Section 3 Plan is compliant.
13. Once the lowest responsive bidder has been determined, Purchasing Buyer informs the requesting department, which then conduct the responsibility review.
14. The requesting department is responsible for completing the *Cost Reasonableness Form*, routing it for signatures, and submitting the form and supporting document to Purchasing.
15. If HUD funding is used, Section 2 of the *Procurement Checklist for HUD Grantees* must be completed by Purchasing Buyer.
16. Upon completion of the responsibility review, the requesting department shall submit a *Bid Recommendation Form* to Purchasing.
17. Based on the recommendation from the requesting department, Purchasing Buyer then issues an Intent to Award (ITA) Letter to the lowest recommended responsible and responsive bidder.
18. Purchasing may disqualify bids as non-responsive for reason such as:

Bureau of Purchasing Procurement Procedures

- a. Bid is turned in after the date and time noted in the Invitation to Bid.
 - b. The bidder failed to provide a copy of their contractor's license on the outside of the sealed bid envelope.
19. Purchasing Buyer will document the procurement file if the bid is rejected.
20. If HUD funded, the requesting department must submit a draft of the contract with Section 3 of the *Procurement Checklist for HUD Grantees* to the OCD Grant Manager (GM) for compliance review, including Section 3, DBE, and Davis-Bacon labor compliance. Once compliance has been confirmed, OCD GM then routes the contract to Purchasing for final approval. The contract may not be routed for signature until both approvals are received.

NOTE: if any changes are made to the draft after approvals are received, the draft must be routed again for approval, prior to obtaining all necessary signatures.
21. The requesting department, in connection with the Law Department, shall negotiate and effectuate a contract with the awarded bidder before routing to the Mayor for signature.
22. Upon full execution by all parties, Purchasing Buyer shall issue the PO based upon a pre-encumbered requisition in the City's financial system.
23. The requesting department shall then issue a notice to proceed.
24. If HUD funded, upon issuance of the notice to proceed, the requesting department must complete and submit Section 4 of the *Procurement Checklist for HUD Grantees*, along with a copy of the executed contract, and notice to proceed to the OCD GM for compliance review. Once compliance has been confirmed, OCD GM then routes the contract to Purchasing for final approval.
25. Purchasing Buyer shall maintain all formal procurement records.

2.3 Procurement by Competitive Proposals

1. As part of the Pre-Solicitation process, and to initiate the procurement by competitive proposals, the requesting department must submit the *Request for Professional Services Form* to Purchasing, along with the following documents. ***If HUD funds are used, the requesting department must also submit Section 1 of the Procurement Checklist for HUD Grantees.***
 - a. Completed Attachment A of the RFQ or RFP on the required Purchasing-approved template (latest version may be downloaded from Purchasing's website).
 - b. Completed RFP/RFQ Checklist (latest version may be downloaded on Purchasing's website). Note, this is a separate checklist that is required regardless of the funding source.
 - c. All evaluation criteria with their respective weights (DBE must represent at least 10% of the weighted criteria). Note, for HUD funded procurements, a geographic preference is only allowed for A/E services.
 - d. Insurance requirements from the Office of Risk Management.
 - e. Applicable and most up to date HUD provisions from OCD Compliance.
 - f. Completed ICE Form (for federal contracts)
 - g. Requesting departments are required to indicate if they would like a pre-proposal meeting.

2. If the requesting department requires a pre-proposal meeting, then Purchasing Buyer shall include minutes from the pre-proposal meeting in the file.
3. The Purchasing Buyer shall reject and return any proposals not submitted in the required template(s).
4. The Purchasing Buyer shall complete all other required parts of the RFQ/RFP template, including, but not limited to:
 - a. Standardized disclosure forms for respondents to identify any possible conflicts of interest.
 - b. Secondary disclosure forms for respondents to identify any proposed subcontractors.
5. CPO reviews and authorizes the RFP/RFQ package.
6. Upon approval from CPO, the Purchasing Buyer shall release the RFQ or RFP for advertisement. All RFQs and RFPs must be advertised for a minimum of 2 consecutive weeks via Purchasing's on-line portal and in the City's Official Journal (newspaper) of Record.
7. For RFQs and RFPs, the process is designed to maximize the number of qualified firms able to compete for the project. At a minimum, the City must obtain at least 3 proposals from qualified contractors. In the event that 3 proposals are not received, the solicitation will be let again or the CPO, or designee, must approve in writing that due to unique circumstances, it is not feasible to collect 3 proposals and that the City will proceed with the limited number of qualified firms.
8. In concert with the requesting department, CPO shall establish a Selection Committee with relevant subject matter experts. The committee must consist of 5 individuals consisting of:
 - a. The manager of the requesting department, or designee;
 - b. The CAO, or designee;
 - c. City employee who will manage and monitor the contract;
 - d. Professional from within local government who possesses expertise in the relevant field; and
 - e. The Chief Financial Officer, or designee.
9. All meetings of the Selection Committee shall be open to the public and conducted in accordance with Louisiana Open Meetings Law.
10. Prior to the Selection Committee's review, all Selection Committee members must complete a Conflict of Interest form attesting that they do not possess a conflict of interest with any of the respondents. If a possible conflict of interest is identified, that person will not serve on the Selection Committee.
11. The Selection Committee shall first review the technical proposal and provide a rating accordingly.
12. Upon completion of the technical proposal review, the Selection Committee shall open and review the separate price proposals, if applicable.
13. The Selection Committee shall then take the proposal rating and proposed price into consideration to determine which proposal provides the best value to the city.

14. Purchasing Buyer shall then provide all proposers (selected and not selected) with written notification as to whether they were selected (Rejection and Award Letters).
15. Once the Intent to Award letter has been sent, the requesting department must obtain all documents from the selected vendor, as required in the RFP/RFQ.
16. The requesting department is responsible for completing the *Cost Reasonableness Form*, routing it for signatures, and submitting the form and supporting document to Purchasing.
17. If HUD funding is used, Section 2 of the *Procurement Checklist for HUD Grantees* must be completed by Purchasing Buyer.
18. Upon final selection by the Selection Committee, the requesting department shall begin the contracting process with the selected respondent, in accordance with City of New Orleans Policy Memorandum 8-R and 122-R.
19. If HUD funded, the requesting department must submit a draft of the contract with Section 3 of the *Procurement Checklist for HUD Grantees* to the OCD Grant Manager (GM) for compliance review, including Section 3, DBE, and Davis-Bacon labor compliance. Once compliance has been confirmed, OCD GM then routes the contract to Purchasing for final approval. The contract may not be routed for signature until both approvals are received.
20. Upon full execution by all parties, Purchasing Buyer shall issue the PO based upon a pre-encumbered requisition in the City's financial system.
21. The requesting department shall then issue a notice to proceed, if applicable.
22. If HUD funded, upon issuance of the notice to proceed, the requesting department must complete and submit Section 4 of the *Procurement Checklist for HUD Grantees*, along with a copy of the executed contract, and notice to proceed to the OCD GM for compliance review. Once compliance has been confirmed, OCD GM then routes the contract to Purchasing for final approval.
23. Purchasing Buyer shall maintain all formal procurement records.

2.4 Unique or Non-Competitive Procurement

1. As part of the solicitation process, the requesting department must submit to the CAO a request for a non-competitive procurement of goods and/or non-professional services.
2. The requesting department's request must include the following:
 - a. Completed *Bid Procurement Authorization Form – Materials and Supplies*
 - i. The type of request: Other must be selected
 - ii. CAO approval (required on the *Bid Procurement Authorization Form – Material and Supplies*).
 - b. Letter from the department head requesting the non-competitive procurement that explains why the procurement is not amenable to competitive procurement and value to the City of such a procurement.
 - c. Letter from the vendor describing the service, material, or good to be provided.
 - d. Completed ICE Form and Cost Reasonableness Analysis Form (for federal contracts).

3. The CAO shall review all required documentation provided and approve or deny non-competitive procurement in his or her sole discretion.
4. Upon approval of non-competitive procurement, the requesting department shall either begin the contracting process, or if permitted to proceed solely with a PO, notify Purchasing to issue the PO, based upon a pre-encumbered requisition in the City's financial system.
5. If proceeding solely with under a PO, Purchasing shall provide copies of the PO delivered to the vendor and the requesting department. Purchasing shall retain one copy of the PO.
6. Upon receiving a fully executed contract or issuance of the PO, the requesting department shall issue the notice to proceed.
7. Purchasing shall maintain all formal procurement records.

2.5 Non-Responsive or Not Responsible Respondents

1. If a bidder/respondent is determined to be non-responsive or not responsible, Purchasing sends a written ITA to the winning bidder and the next highest scoring bidder. The ITA will state the reasons why the winning bidder and second highest bidder were selected.
2. For sealed bids, the winning bidder has 3 days to deliver all necessary documentation to the proper requesting department. In the event that the winning bidder is not able to produce necessary documentation, the second highest scoring bidder will be awarded the bid.
3. For Public Works only: Non-responsible bidders have 5 days after receipt of letter to request a hearing with the Administrative Hearing Officer.
4. Purchasing is prohibited to award to the next lowest bidder until hearing is completed.
5. If the lowest bidder is deemed responsible as a result of the hearing, they are awarded the bid.

2.6 Procurement Protest Procedures

1. Actual or prospective bidders and respondents capable of submitting responsive and responsible bids or proposals may protest of the form of solicitation, the content of the solicitation itself, including but not limited to the conditions, specifications and/or requirements, or the selection.
2. Selection protests may only be filed by actual bidders or respondents who would then be selected if the protest is successful.
3. All protests regarding the type of solicitation or content of the solicitation must be filed no later than 72 hours prior to the bid or proposal submission deadline. Failure to timely file such a protest shall constitute a waiver of all rights to challenge the type of solicitation or content of the solicitation.
4. All selection protests, including all supporting documents, must be filed no later than earlier of the close of business 15 days from the following:
 - a. The vendor knew or should have known of the factual basis for its protest; or
 - b. The City's execution of any contract arising from the selection.
5. All protests must be filed in writing and submitted to the CPO via e-mail, facsimile, mail or hand delivery.

6. All protests must include the following, at a minimum:
 - a. Identification of the solicitation at issue including any solicitation number;
 - b. The protestor's name, address, fax and telephone numbers, and e-mail address;
 - c. A description of the protestor's standing to submit the protest;
 - d. A clear and detailed statement of all legal and factual grounds for the protest, including appropriate references to the specific section of any goods or supplies;
 - e. A selection protest shall not include explanation or advocacy of any grounds for protesting the type of solicitation or content of the solicitation;
 - f. All documents, with an index, that the protestor believes necessary to assess the legal or factual basis of the protest; and
 - g. A statement of the specific relief requested.
7. Protests that fail to meet any of the above requirements may be rejected. The City shall not consider any grounds for a protest not expressly included in the protest filings.
8. The CPO shall notify the requesting department of any protests and invite the requesting department to provide a written response to the protest.
9. The CPO shall notify the selected person(s) of any selection and allow the selected person(s) the opportunity to provide a written response within five (5) calendar days of notification.
10. If the protest is DBE-related, the CPO will notify the OSD and invite OSD to provide a written response to the protest.
11. The CPO will promptly review and resolve all protests solely upon the basis of the written protest, the solicitation, selected person's response (if applicable) and any City-department responses.
12. No hearing will be provided.
13. The CPO will provide the protester, the selected person(s) (if applicable), and all involved City-departments with a written decision stating the reasons for the decision.

2. Procurement Procedures under an Emergency Declaration by the State or Federal Government

For State-declared emergencies, the city follows procurement procedures which adhere to the tenets of competitive procurement to the extent practicable, while ensuring that the City maintains the flexibility it needs to meet the needs of the emergency.

Declared Emergencies defined within the Louisiana Homeland Security and Emergency Assistance and Disaster Act La. R.S. 29:721 et seq. confers upon the Mayor of the City of New Orleans emergency powers to deal with emergencies and disasters of unprecedented size and destructiveness resulting from terrorist events, enemy attack, sabotage, or other hostile action or from fires, flood, earthquake or other natural or manmade causes.

1. All emergency procurements of goods or services during a declared emergency require written approval by the New Orleans Office of Homeland Security and Emergency Preparedness (NOHSEP) Director and the issuance of a PO from Purchasing.

2. Normal procurement procedures outlined in this manual shall continue during emergencies subject to 2 exceptions:
 - a. NOHSEP Director and the CPO or their respective designees may waive competitive procurement requirements for movable objects. For approved non-competitive procurements, Purchasing will contact or locate an available supplier or provider and complete the transaction by PO.
 - b. Departments should follow normal competitive procurement unless it can demonstrate that a competitive market does not exist, or extreme urgency exists.
3. Emergency Professional services procurements valued above \$15,000 must be conducted with as much competition as practicable under the circumstances.
4. Procurement specifications must have the same requirements as those generally required under normal circumstances and must allow for equivalent products.
5. DBE requirements are encouraged but not required during periods of declared emergencies.
6. Requesting departments are responsible for maintaining all records related to emergency procurements, including resource requests, requests for solicitations (Attachment A), any non-competitive justifications, and vendor quotes support (requesting departments may use phone bids if applicable).
7. Any purchases made related to the declared emergency that circumvent any of the procedures outlined herein will not be considered reimbursable and the department agency or board responsible for the purchase will bear full financial responsibility from its yearly appropriation.

2.8 Debriefing Procedures

1. Debriefings of successful and unsuccessful offerors may be done in writing, or by any other method acceptable to the CPO.
2. The CPO normally chairs any debriefing session held. Individuals who conducted the evaluations and the requesting department shall provide support.
3. At a minimum, the debriefing information shall include:
 - a. A summary of the rationale for award;
 - b. For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror; and
 - c. Reasonable responses to relevant questions about whether source selection procedures contained in the solicitation, applicable regulations, and other applicable authorities were followed.
4. The debriefing shall not include point-by-point comparisons of the debriefed offeror's proposal with those of other offerors. Moreover, the debriefing shall not reveal any information concerning:
 - a. Trade secrets;
 - b. Privileged or confidential manufacturing processes and techniques
 - c. Commercial and financial information that is privileged or confidential, including cost breakdowns, profit, indirect cost rates, and similar information;

- d. The names of individuals providing reference information about an offeror's past performance.
5. An official summary of the debriefing shall be included in the procurement file held with Purchasing.

2.9 Change Orders

2.9.1 Change Orders – Increase of Funding (Public Works only)

1. Change Order Procedures are only for Formal Bids for Public Works only. Change Orders may not be used for informal bids. If a change order is required for an informal bid, then a new bid must be issued.
 - a. The requesting department submits completed Change Order Recommendation for Approval Form or a Plan Change Recommendation for Approval Form as applicable and all supporting documents to Purchasing Buyer to commence the Change order process. Supporting documents include but are not limited to:
 - i. Completed ICE Form (for federal contracts)
 - ii. Completed Requisition by the requesting department.
 - iii. Completed Section 5 of the *Procurement Checklist for HUD Grantees* (for HUD-funded procurements)
 - b. Requesting department may use Change Order Recommendation for Approval Form or Plan Change Recommendation for Approval Form subject to the following conditions:
 - i. If the proposed change order is under \$10,000, only requesting department head is required to sign.
 - ii. If the proposed change order is \$10,000.01, then both requesting department head and CAO are required to sign.
 - c. Prior to submission to Purchasing, the requesting department shall pre-encumbered the value of the proposed change order as a requisition in the City's financial system.
 - d. The Change Order and supporting documentation (including Section 5 of the *Procurement Checklist for HUD Grantees* and Cost Reasonableness Analysis) should be routed by the requesting department to OCD. After OCD reviews, it will route the change order to Purchasing.
 - e. Upon submission to Purchasing, the assigned Purchasing Buyer shall review the Change Order Recommendation for Approval Form or Plan Change Recommendation for Approval Form and all supporting documents.
 - f. The LCO shall review the change order to make a determination on whether the labor wage rates need to be adjusted, that the contract is still in accordance with the Section 3 and DBE plans.
 - g. In accordance with state law, the CPO, in consultation with the requesting department, must determine whether the proposed change order is within or outside of the scope of the original procurement.

- i. If the proposed change order is within the scope of the original procurement, then cost is negotiated with the vendor for the best interest of the public entity and Purchasing Buyer shall issue a purchase order for the approved change order.
 - ii. If the proposed change order is outside the scope of the original procurement, then the CPO shall inform the requesting department and notify them that the change order must be let out for public bid and instruct them to commence formal procurement procedures.
- h. Upon Purchasing's issuance of a PO, the requesting department shall issue the vendor a Notice to Proceed.
- i. All change order forms and supporting documents shall be added to the procurement record.

2.9.2 Change Orders - Decreasing Funds- (Public Works only)

1. Requesting department shall submit completed Change Order Recommendation for Approval Form signed by the requesting department head, and Section 5 of the *Procurement Checklist for HUD Grantees* (if applicable) to Purchasing.
2. The assigned Purchasing Buyer shall reduce the original procurement purchase order by the amount identified in the Change Order Recommendation for Approval Form.
3. Purchasing Buyer shall then issue a revised purchase order to the vendor and requesting department.
4. All change order forms and supporting documents shall be added to the procurement record.

2.9.3 Amendments to Professional Services, Goods, and Non-Professional Services Contracts:

1. Professional Services, Goods, and Non-Professional Services agreements shall be amended via formal contract amendment.
2. The requesting department and vendor shall negotiate all terms and conditions relating to the contract amendment.
3. Upon reaching agreement on the terms and conditions of the contract amendment, the requesting department shall commence the contract routing process and attach all required documents in the City's contracting system. Required forms include a completed ICE form (for federal contracts), cost reasonableness analysis, and all required supporting contract documents. In addition, if the procurement is HUD funded, the requesting department must complete Section 5 of the *Procurement Checklist for HUD Grantees*.
4. Upon submission of the contract amendment, the amendment must be approved by all identified City personnel including the CAO, CPO and Director of Finance.
5. The requesting department and Legal Department shall maintain copies of contracts and contract amendments thereto. Purchasing Buyer will maintain a copy of the amendment in the procurement file.



Bureau of Purchasing Procurement Procedures

Table 4: Procurement Chart

Item being procured	Threshold	Written Specification	Bid Invitation and Advertising	Competitive Bids
Goods and Non-Professional Services	Under \$1,000	Not Required	Not Required	Informal ≥ 1 phone/fax/email
	\$1,000 - \$10,000	Not Required	Not Required	Informal ≥ 2 phone/fax/email
	\$10,000 - \$19,999	Not Required	Not Required	Informal ≥ 3 phone/fax/email
	\$20,000 and above	Required	Required	Formal
Professional Services	Under \$1,000	Not Required	Not Required	Informal ≥ 1 phone/fax/email
	\$1,000 - \$14,999	Not Required	Not Required	Informal ≥ 2 phone/fax/email
	\$15,000 and above	Required	Required	Formal
Public Works	Under \$50,000	Not Required	Not Required	Informal ≥ 3 phone/fax/email
	\$50,000 - \$150,000	Required	Required	Formal
	Over \$150,000	Required	Required	Formal

Attachment - A

NDR Procurement Task Force



CITY OF NEW ORLEANS

Version 1.0

May 20, 2019

Version Control

[illegible]

Table of Contents

Contents

NDR Procurement Task Force Overview	4
Subrecipient vs Contractor Determination	6
NDR Procurement Task Force Flowchart	7
NDR Task Force Procedures	7
NDR Procurement Task Force Flowchart – Materials and Supplies (\$20,000 or greater)	9
NDR Procurement Task Force Procedures (ITB)	10
NDR Procurement Task Force Flowchart - Professional Services (\$15,000+); Non-Professional Services (\$20,000+) RFP/RFQ	11
NDR Procurement Task Force Procedures (RFP/RFQ)	12
Figure 5: NDR Procurement Task Force Flowchart - Construction (\$150,000 or greater)	13
NDR Procurement Task Force Procedures (ITB Construction)	14

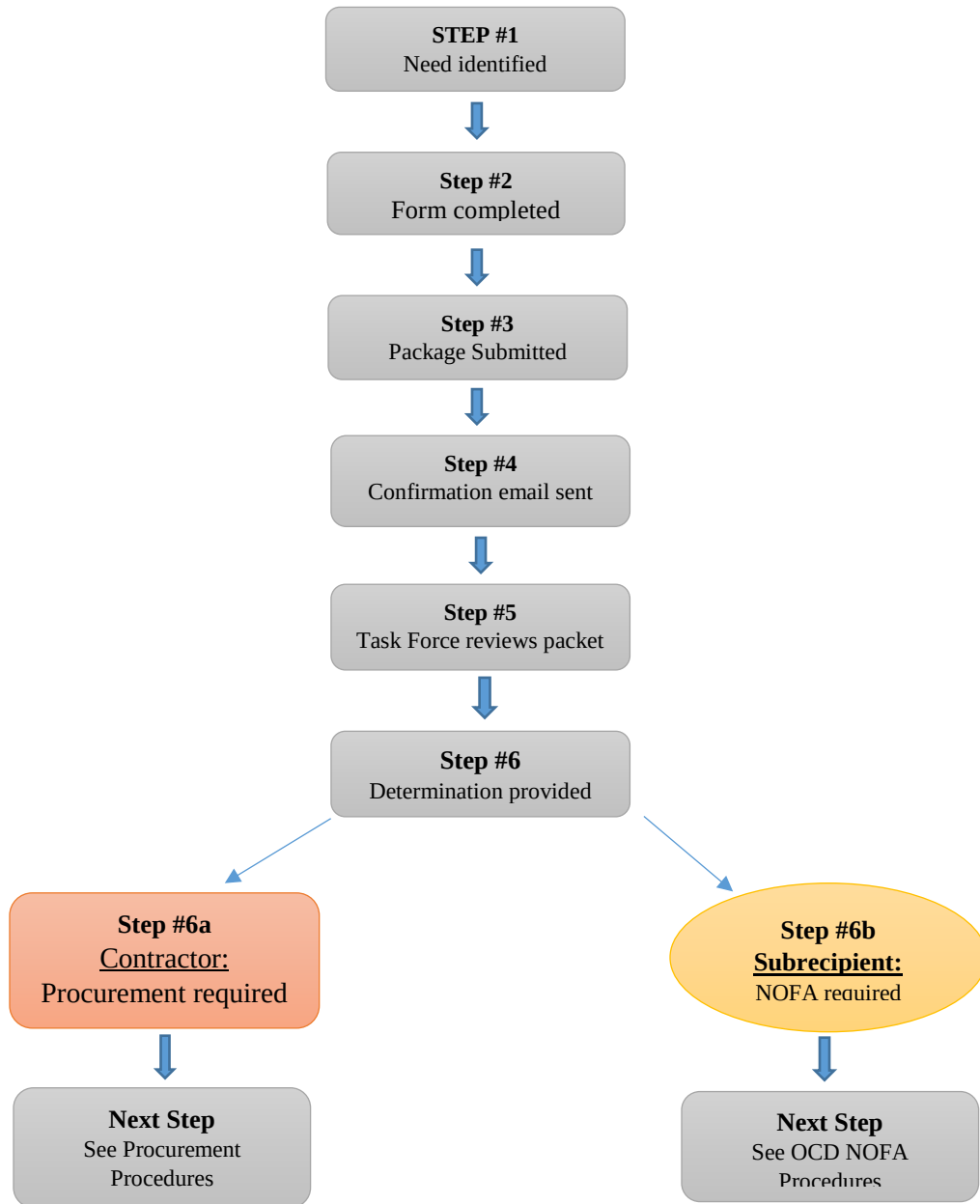
NDR Procurement Task Force Overview

- The goal of the NDR Task Force is to apply a cross-cutting approach to ensure compliance by first correctly identifying and documenting the appropriate relationship as either a subrecipient, or contractor. Upon determination and documentation of the relationship, the requesting department will be directed to follow the relevant selection process, either through a NOFA/Subrecipient application process, or formal procurement process. If a contractor relationship is determined, the requesting department must then submit the solicitation and supporting documentation, following the Procurement Task Force procedures outlined in this document. The Procurement Task Force members are City of New Orleans compliance personnel from various department such as the Office of Community Development, Product Delivery Unit, and Bureau of Purchasing. Procurement Task Force compliance review and approval is required prior to any HUD-NDR funded formal solicitation is issued by the Bureau of Purchasing. All compliance issues identified by the Task Force must be resolved before the solicitation can be issued. This documents outlines the Task Force procedures for each solicitation method.

- **Task Force Members: Roles Responsibilities**
 - **Purchasing Agent**
 - Local, state, federal procurement regulations, general contract requirements, insurance and bonding requirements; provisions, cost/price (ICE/CRA), document control, debarment check
 - **OCD Grant Manager**
 - General procurement, funding specific items, within scope & budget of grant, other, insurance and bonding requirements, provisions, cost/price (ICE/CRA), document control
 - **Labor Compliance**
 - Section 3 Plan and scoring, Davis Bacon
 - **Fiscal Compliance**
 - Invoicing requirements, budget
 - **NDR Contract Specialist**
 - Contract and project specific requirements, reporting, performance metrics and document control, penalties, insurance and bonding requirements, provisions, cost/price (ICE/CRA)
 - **SME (optional)**
 - Scope of Work/Specifications, cost/price (ICE/CRA)

Subrecipient vs Contractor Determination

Process Overview



Subrecipient vs Contractor Determination

1. Process initiated: Requestor identifies need for services and grant budget
2. Requestor completes Form(s) (see - Figure 1 *Subrecipient vs Contractor Determination Form*)
3. Requestor submits completed packet to Task Force (via Email/SharePoint)
4. TF issues *Response Email* (Form Letter) to requestor to confirm receipt of *Request Packet*, and date/time request will appear on weekly meeting agenda
5. Prior to weekly meeting, TF members review all requests and supporting documents. Remarks/questions prepared for discussion during meeting
6. Weekly meeting held: Remarks/questions addressed. TF issues written determination for all requests on agenda
 - a. Contractor determination issued, procurement is required. Requestor refers to Procurement procedures for next steps.
 - b. Subrecipient determination issued. NOFA is required. Request refers to OCD NOFA procedures.

Figure 1 -Contractor or Subrecipient Determination Checklist

Instructions:

Under each section below, mark all boxes that apply. The section with the most items marked typically indicates the type of relationship. However, the characteristics listed are general, and there may be exceptions. Non-federal entities are encouraged to use judgment in classifying the agreement.

Section 1 - Subrecipient:

A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient.

Characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:

- ☐ Determines who is eligible to receive what Federal assistance;
- ☐ Has its performance measured in relation to whether objectives of a Federal program were met;
- ☐ Has responsibility for programmatic decision making;
- ☐ Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
- ☐ In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

Section 2 – Contractor:

Contractors. A contract is for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship with the contractor. Characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the contractor:

- ☐ Provides the goods and services within normal business operations;
- ☐ Provides similar goods or services to many different purchasers;
- ☐ Normally operates in a competitive environment;
- ☐ Provides goods or services that are ancillary to the operation of the Federal program; and
- ☐ Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.

Determination Task Force Use Only

Final Determination:

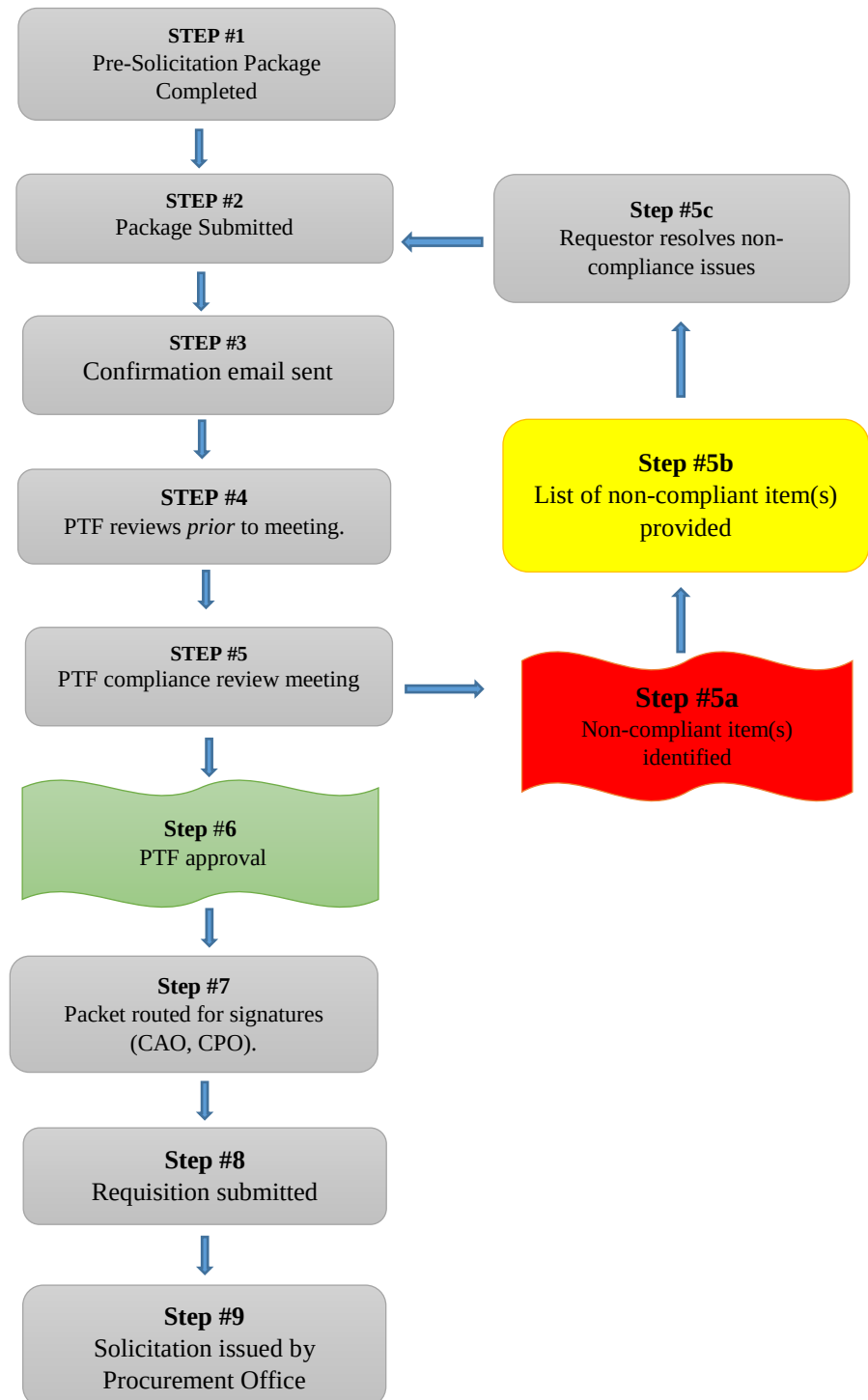
_____ Subrecipient _____ Contractor

If results do not clearly indicate the type of relationship, and a different determination is made, the guidance below should be used. An explanation should be included below:

In determining whether an agreement between a pass-through entity and another non-Federal entity casts should be classified as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. All characteristics listed may not be present in all cases, and the pass-through entity must use judgment in classifying each agreement as a subaward or a procurement contract.

Explanation (if applicable)

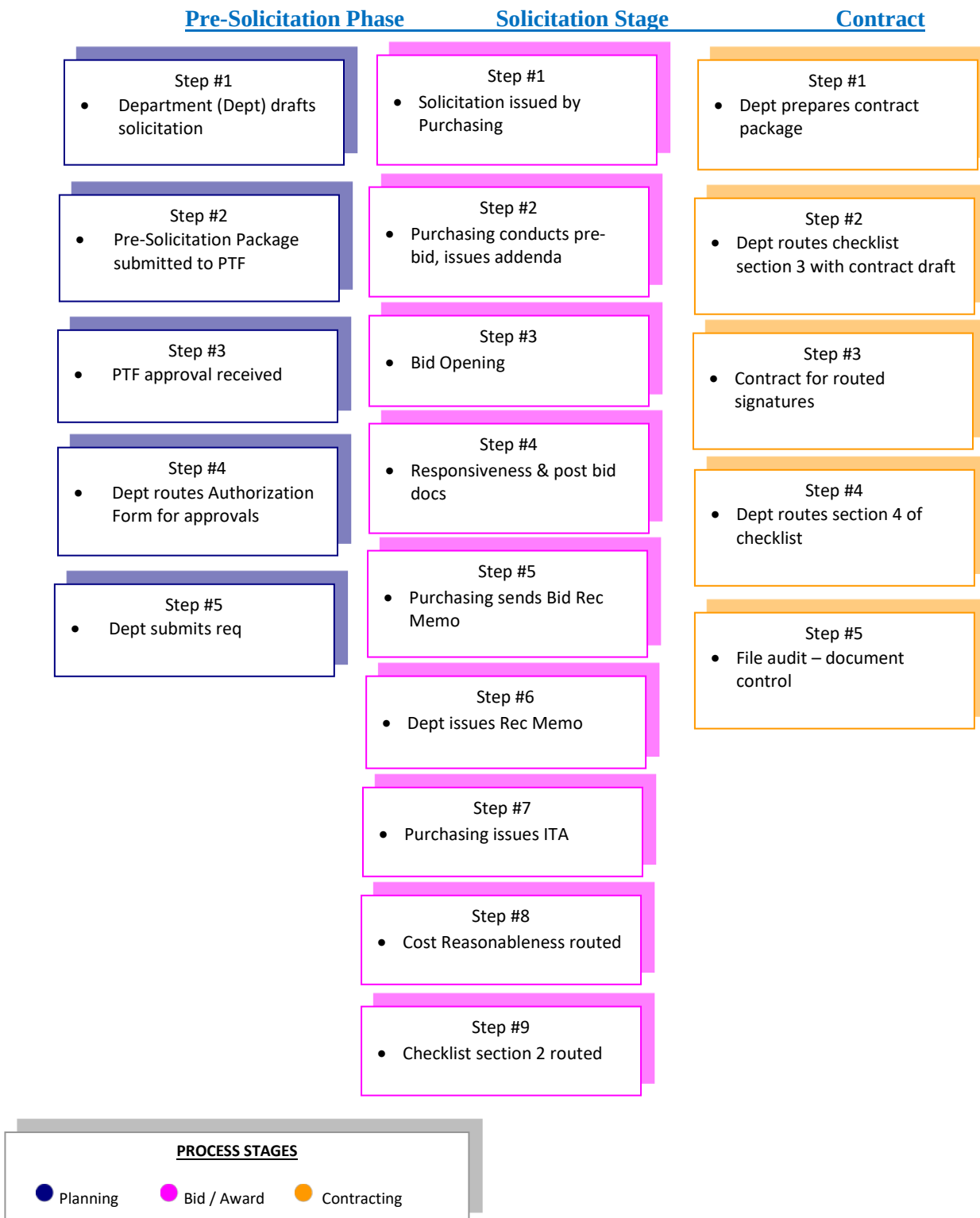
NDR Procurement Task Force Flowchart
Pre-Solicitation Process Overview



NDR Task Force Procedures

1. Requestor completes *Pre-Solicitation packet* including section 1 of the HUD Checklist, ITB, RFP, RFQ draft, Authorization Form, Independent Cost Estimate (ICE) Form.
2. Requestor submits completed packet to Task Force (TF) for review. Packet will be reviewed during weekly meeting [or meeting scheduled as appropriate for workload].
3. TF lead (Procurement Compliance Officer, or designee) sends email confirming receipt and date TF weekly meeting. Requestor, or designee required to attend meeting (typically the Project Manager responsible for drafting the solicitation and/or managing the contract]
4. Pre-Solicitation packets on current week's agenda reviewed for compliance by all TF members *prior* to meeting. Remarks/questions prepared by each member, and submitted to the TF lead.
5. During weekly meeting all packets on agenda are reviewed and discussed by TF for compliance. Remarks/questions discussed
 - a. Packet is incomplete; or one or more TF members identifies non-compliance
 - b. TF provides requestor list of non-compliant items with instructions on how to resolve
 - c. Requestor resolves non-compliance issues and submits revised packet (repeat steps 1-4)
6. TF determines that the *Pre-Solicitation packet* is complete; no compliance issues are found. Pres-Solicitation Packet approved by all TF members. Witten approval given for requestor to begin the standard routing process (see step 7)
7. Requestor routes approved packet for signatures (CAO, CPO)
8. Requestor creates requisition, and attaches all appropriate documents, including *TF Approval Form*
9. Solicitation issued by Procurement Office

NDR Procurement Task Force Flowchart – Materials and Supplies (\$20,000 or greater)



NDR Procurement Task Force Procedures (ITB)

1. Requesting department drafts solicitation
2. Requesting department assembles and Pre-Solicitation packet and submits to TF. Packet includes:
Section 1 of HUD Procurement Checklist, ICE Form with supporting documents, ITB draft –
(department must use latest version of the ITB template available on Purchasing's website)
3. TF issues approval letter
4. Requesting department routes package with Authorization Form for all required signatures which typically include
 - a. Department Head, CAO or designee, CPO or designee
5. Requesting department submits requisition to Purchasing
 - a. Pre-Solicitation packet with approved Forms must be attached

Solicitation and Award Phase

1. Purchasing issues solicitation, including the advertisement, and places on City's online Portal
2. Purchasing conducts pre-bid meeting (if pre-bid meeting was included in ITB by requesting department)
 - a. Purchasing issues addenda as needed throughout the solicitation
 - b. Deadline for addenda is 3 days, or 72 hours prior to submission deadline
3. Purchasing conducts bid opening and tabulates bids
4. Purchasing reviews all bids for responsiveness and requests post bid documents from the 2 lowest bidders
5. Purchasing sends Bid Recommendation Memo to requesting department
6. Requesting department reviews memo and sends recommendation for winning bidder to Purchasing
7. Purchasing issues the Intent to Award Letter (ITA)
8. Requesting department completes the Cost Reasonableness Form, routes for signatures, and sends approved Form to Purchasing
9. Purchasing completes Section 2 of HUD Checklist, assembles all required supporting documents, and routes to OCD Compliance for review and approval
 - a. OCD Grant Manager and LCO (if applicable)

Contract Phase

1. Contract Phase is the responsibility of the requesting department and Law; however, when HUD funds are used additional approvals are required
2. Department prepares draft of contract
3. Requesting department must complete section 3 of the HUD Checklist and route it with the contract draft to the OCD Grant Manager
 - a. OCD Grant Manager approves, and routes packet to Purchasing
 - b. Purchasing reviews and signs packet
4. Requesting department then routes contract for signatures
 - a. Upon receipt of executed contract and NTP, requesting department completes section 4 and routes to OCD Grant Manager for review and approval
 - b. OCD Grant Manager approves and routes to Purchasing
 - c. Purchasing approves
5. File audit completed by Purchasing to ensure procurement file is complete

NDR Procurement Task Force Flowchart - Professional Services (\$15,000+); Non-Professional Services (\$20,000+) RFP/RFQ



NDR Procurement Task Force Procedures (RFP/RFQ)

Pre-Solicitation Phase

1. Requesting department drafts solicitation
2. Requesting department assembles and Pre-Solicitation packet and submits to TF. Packet includes:
Section 1 of HUD Procurement Checklist, ICE Form with supporting documents, RFP/RFQ draft – (department must use latest version of the ITB template available on Purchasing’s website)
3. TF issues approval letter
4. Requesting department routes package with Authorization Form for all required signatures which typically include
 - a. Department Head, CAO or designee, CPO or designee
5. Requesting department submits requisition to Purchasing
 - a. Pre-Solicitation packet with approved Forms must be attached

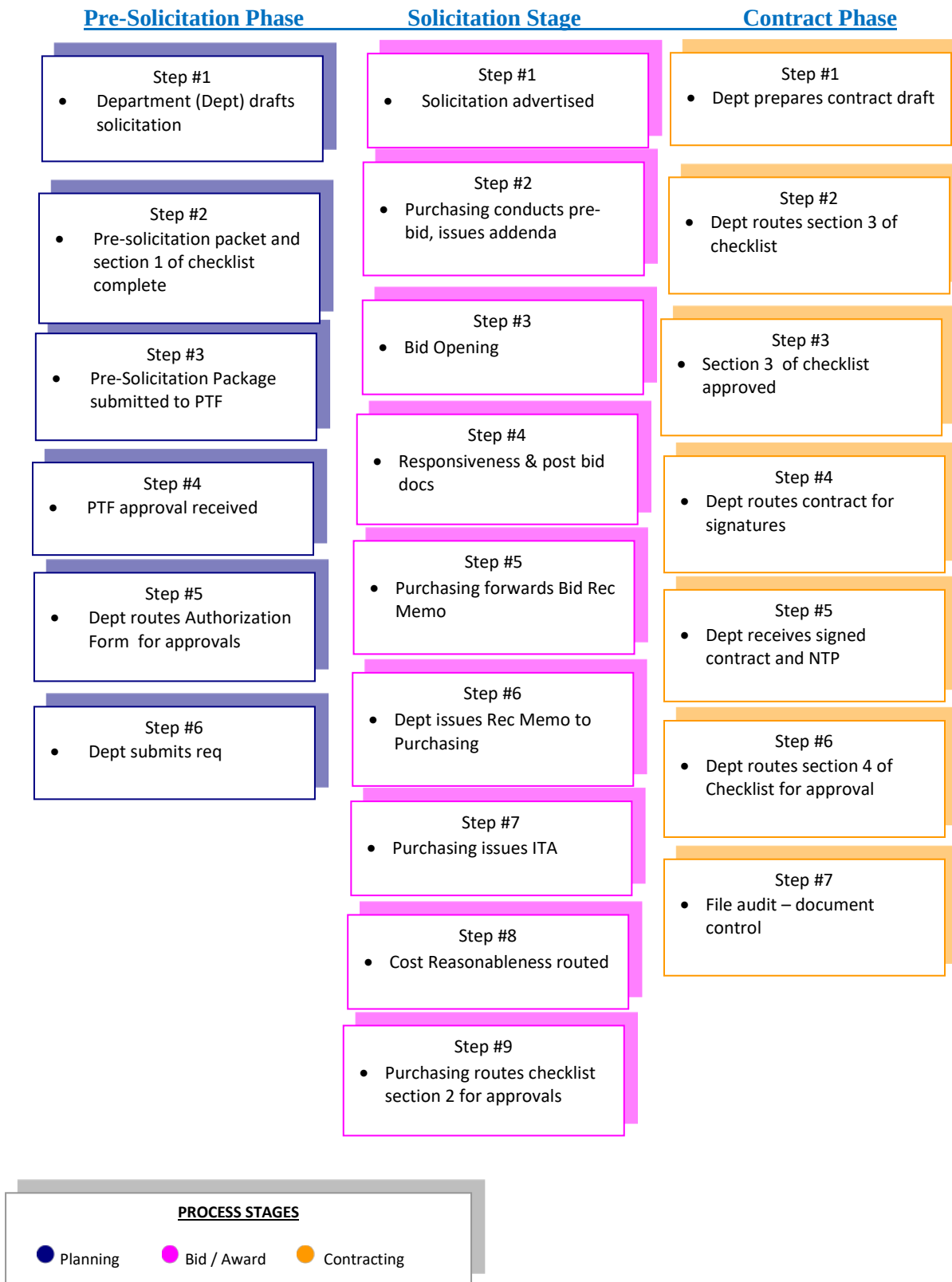
Solicitation and Award Phase

1. Purchasing issues solicitation, including the advertisement, and places on City’s online Portal
2. Purchasing conducts pre-proposal meeting (optional)
 - a. Purchasing issues addenda as needed throughout the solicitation
 - b. Deadline for addenda is 3 days, or 72 hours prior to submission deadline
3. After submission deadline, Purchasing opens and reviews all proposals/SOQs for responsiveness
4. Purchasing schedules selection committee meeting
5. Purchasing conducts selection committee meeting
6. Selection committee scores and selects most advantageous proposal
7. Purchasing issues ITA to highest scoring vendor; issues Regret Letters to all other respondents
8. Purchasing completes section 2 of HUD Checklist, assembles all required supporting documents, and routes to OCD Compliance for review and approval

Contract Phase

1. Contract Phase is the responsibility of the requesting department and Law; however, when HUD funds are used additional steps and approvals are required
 - a. Requesting department in collaboration with Law, conducts contract cost/price negotiations
2. Requesting department complete the Cost Reasonableness Form, routes for signatures
3. Department drafts contract, completes Section 3 of the HUD checklist, and routes with contract draft for review and approval to the OCD Grant Manager, and NDR Contract Specialist
4. OCD Grant Manager, Labor Compliance and NDR Contract Specialist approve, and route package to Purchasing
 - a. Purchasing reviews and signs packet
5. Department follows the contract routing process, and routes for signatures
6. Department receives executed contract and issues NTP
7. Department completes section 4 of HUD checklist and routes with executed contract and NTP to OCD Grant Manager for approval
8. File audit completed by Purchasing to ensure procurement file is complete and all documents are included.

Figure 5: NDR Procurement Task Force Flowchart - Construction (\$150,000 or greater)



NDR Procurement Task Force Procedures (ITB Construction)

1. Requesting department drafts solicitation
2. Requesting department assembles and Pre-Solicitation packet and section 1 of checklist. Packet includes:
 - Section 1 of HUD Procurement Checklist, ICE Form with supporting documents, ITB draft – (department must use latest version of the ITB template available on Purchasing's website)
3. Department submits completed packet to TF.
4. TF reviews for compliance, and issues approval letter
5. Requesting department routes package with Authorization Form for all required signatures which typically include
 - a. Department Head, CAO or designee, CPO or designee
6. Requesting department submits requisition to Purchasing
 - a. Pre-Solicitation packet with approved Forms must be attached

Solicitation and Award Phase

1. Purchasing issues solicitation, including the advertisement, and places on City's online Portal
2. Purchasing conducts pre-bid meeting (if pre-bid meeting was included in ITB by requesting department)
 - a. Purchasing issues addenda as needed throughout the solicitation
 - b. Deadline for addenda is 3 days, or 72 hours prior to submission deadline
3. Purchasing conducts bid opening and tabulates bids
4. Purchasing reviews all bids for responsiveness and requests post bid documents from the 2 lowest bidders
5. Purchasing sends Bid Recommendation Memo to requesting department
6. Requesting department reviews memo and sends recommendation for winning bidder to Purchasing
7. Purchasing issues the Intent to Award Letter (ITA)
8. Requesting department completes the Cost Reasonableness Form, routes for signatures, and sends approved Form to Purchasing
9. Purchasing completes Section 2 of HUD Checklist, assembles all required supporting documents, and routes to OCD Compliance for review and approval
 - a. OCD Grant Manager, Labor Compliance

Contract Phase

1. Contract Phase is the responsibility of the requesting department and Law; however, when HUD funds are used additional approvals are required
 - a. Department prepares draft of contract
2. Requesting department must complete section 3 of the HUD Checklist and route it with the contract draft to the OCD Grant Manager
 - a. OCD Grant Manager approves, and routes packet to Purchasing
3. Purchasing reviews and signs packet
4. Requesting department then routes contract for signatures
5. Department receives executed contract and issues NTP
6. Requesting department completes section 4 and routes to OCD Grant Manager for review and approval
 - a. OCD Grant Manager approves and routes to Purchasing
 - b. Purchasing approves
7. File audit completed by Purchasing to ensure procurement file is complete