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Fiscal Coaching Session 5: Procurement and Contractor Engagements

September 17, 2026

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Rebecca is a Principal at CliftonLarsonAllen and leads the Grant Services group. She has over 22 years of public accounting experience and working exclusively with nonprofit organizations. She specializes in grant compliance, including single audits, and has extensive knowledge in related regulations and requirements. Rebecca also serves as a firm wide assurance resource where she oversees compliance with professional standards, provides technical assistance, and assists with training curriculum.



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Learning Objectives

At the end of the session, you will be able to:

Identify Applicable Regulations

Discuss General Procurement Requirements

Distinguish Procurement Methodologies

Understand Other Procurement Considerations

Recognize Checklists / Tools





Applicable Regulations

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Guidance

PROCEDURES: Grantees shall comply with applicable law, including regulations contained in:

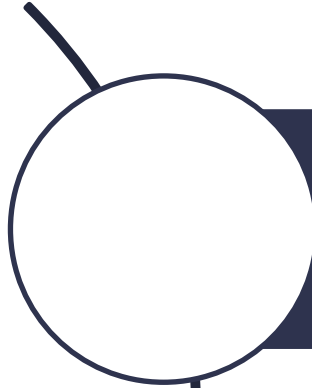
1) 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

- <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>

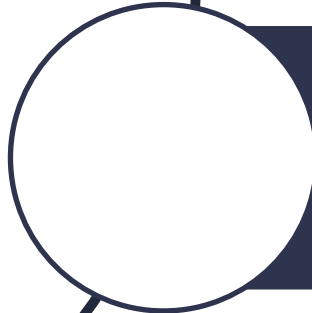
2) Other guidance applicable to these regulations as DOE may, from time to-time, prescribe for the administration of financial assistance.



2 CFR 200 Uniform Guidance



The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards –



Applicable to Federal Financial Assistance

- Grants
- Cooperative Agreements
- Other forms
- Subawards



Uniform Guidance

Split into 6 Subparts:

- Subpart A – Acronyms and Definitions
- Subpart B – General Provisions
- Subpart C - Pre Federal Award Requirements
- Subpart D – Post Federal Award Requirements
- Subpart E – Cost Principles
- Subpart F – Audit Requirements

[eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)



Procurement (200.317-327)

Uniform Guidance provisions:

- §200.317 Procurement by States and Indian Tribes
- §200.318 General procurement standards.
- §200.319 Competition.
- §200.320 Procurement Methods.
- §200.321 Contracting with small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms.
- §200.322 Domestic preferences for procurements.
- §200.323 Procurement of recovered materials.
- §200.324 Contract cost and price
- §200.325 Federal agency or pass-through entity review.
- §200.326 Bonding requirements.
- §200.327 Contract provisions.





General Procurement Requirements

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Must vs. Should

When the Uniform
Guidance references:

MUST =
Requirement

SHOULD = Best
Practice, Suggestion,
Recommendation



What do Uniform Guidance Procurement Requirements Apply to?

Goods and services charged directly to (or used for match for) a:

- ✓ Federal award
- ✗ Indirect cost pool
- ✗ Non-Federal program

State or Indian Tribe Procurement Procedures - §200.317

- When conducting procurement transactions under a Federal award, a State or Indian Tribe must follow the same policies and procedures it uses for procurements with non-Federal funds.
- If such policies and procedures do not exist, States and Indian Tribes must follow the procurement standards in [§ 200.318](#) through [200.327](#).
- In addition to its own policies and procedures, a State or Indian Tribe **must also comply with the following procurement standards:**
 - [§ 200.321](#), [200.322](#), [200.323](#), and [200.327](#).



Non-State or Tribe Procurement Procedures - §200.318(a)

- The recipient or subrecipient must maintain and use documented procedures for procurement transactions under a Federal award or subaward, including for acquisition of property or services
- These documented procurement procedures must be consistent the standards identified in [§ 200.318](#) through [200.327](#).

***Applies to Subrecipients that are nonstate entities!**



Procurement Policy

A Procurement policy is to provide a framework for officials and employees to efficiently and effectively operate within federal and state statutory requirements



That are related to the activities and processes of purchasing, contracting, and grant procurements.

Procurement Policy



Objectives are to:

- Conduct purchasing of goods and services in the most professional, ethical, legal, economical, and efficient manner possible
- To enhance the public confidence in the integrity and transparency of the State's practices in contract and grant procedures.



Procurement Policy



Generally, the Policy applies to all procurement procedures for all departments of the State, unless otherwise stated.



State and Federal Requirements

Federal and State statutes of purchasing and contracting must be followed and are incorporated into requirements of policy.

Federal: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Subpart D, Sections: §2 CFR 200.317 through 200.327

Example:
State: Minnesota State Statutes
Sections: 13D; 16C; 103; 160;
290; 331A; 375; 400; 466; 471;
574



General Procurement Standards (200.318(b))

Entities must
maintain
oversight to
ensure that
contractors
perform in
accordance
with

the terms,
conditions,
and
specifications

of their
contracts or
purchase
orders.



Individual Conflict of Interest (200.318(c)(1))

Need to have documented policy stating that No:

employee,

officer,

member of
governing board

or advisor



may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.

Individual Conflict of Interest

Such a conflict of interest would arise when the employee, officer of agency, or any of the persons listed below has a financial or other interest in or a tangible personal benefit from a firm considered for a contract:

His/her
immediate
family (list
on next
slide)

His/her
partner;

An organization which
employs or is
negotiating to employ
any of the parties stated



Conflict of Interest – Interested Parties

Immediate family =

- spouse/domestic partners & parents
 - children and spouses
 - parents and spouses
 - siblings and spouses
- grandparents, grandchildren, and spouses
- any individual related by blood or affinity whose close association is the equivalent of a family relationship



Gift Acceptance



No employee, officer, agent, or board member may solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors except where the financial interest is not substantial or a gift is an unsolicited item of nominal value (as set by entity standards).



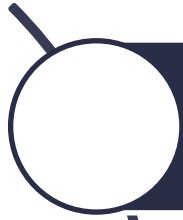
An officer, employee, board member, or agent who accepts a gift, gratuity, favor, etc. should be subject to disciplinary action, as provided for in documented standards of conduct.



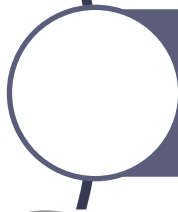
Vendors or bidders who offer a gift, gratuity, favor, etc. should possibly be declared irresponsible bidders and precluded from bidding.



I – Procurement Procedures §200.318(d)



Procedures must avoid acquisition of unnecessary or duplicative items.



Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase.



Where appropriate, an analysis should be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.



I – Procurement §200.318(h)

Organizations must award contracts only to responsible contractors:



Contractors must possess the ability to perform successfully under the terms and conditions of a proposed contract.

I – Procurement §200.318(h)

contractor integrity

public policy compliance

Consideration
will be given
to such
matters as:

proper classification of employees

past performance record

financial and technical resources.



Suspension and Debarment

Checks for contracts over \$25,000 should be made on SAM.gov



Or collect self-certification from that contractor



or add in the clause in the procurement contract



Keep documentation



Best practice recommendation is to do this on every procurement with federal funds!

Procurement Records (200.318(i))

Must maintain sufficient records to:

- Detail history of the procurement [different for each procurement method]
- Rationale for procurement method
- Selection of contract type
- Contractor selection or rejection
- Basis for contract price

**For all
procurements!**



Competition (200.319)

All procurement
transactions must
be conducted in a
manner providing
full and open
competition





Procurement Methodologies

We'll get you there.

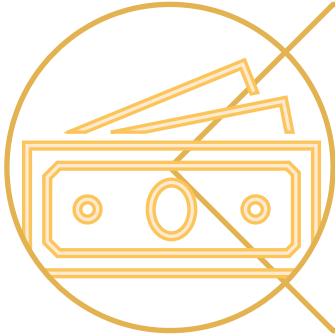
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Procurement Transaction



Procurement transaction =
estimated aggregate value of the
goods and services being procured
over the specified period of time



Regardless of:

- How much was charged to grant
- How many transactions with vendor during a period of time



Procurement Transaction

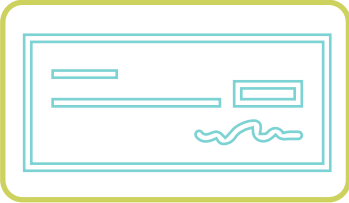
Can range depending on what is being procured

- i.e., one product to be delivered on a specified day, or a service that is being procured over a long period of time

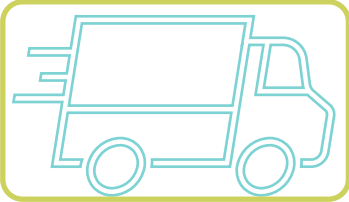
Transaction can be defined as when you have the opportunity to switch what vendor you are using



Procurement Transactions



Looking to purchase 13 laptops
Cost is \$2,500 each



Need 10 on January 1st, 3 on February 1st



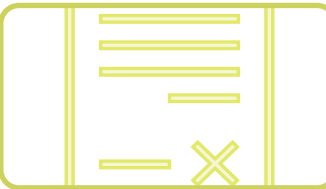
Procurement Transaction Example #1



Enter into a purchasing contract with Vendor that includes 13 laptops at \$2,500 for total of \$32,500



10 are delivered on January 1st, 3 are delivered on February 1st



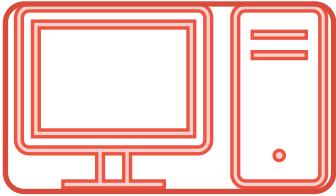
Transaction is the total contract amount.



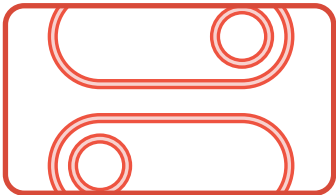
Procurement Transaction Example #2



Purchase 10 laptops for \$2,500 each on January 1st from Vendor A
(total transaction = \$25,000)



Decide to purchase the 3 additional laptops for \$2,500 each on February 1st also from Vendor A
(total transaction = \$7,500)



Each procurement is considered differently against the methodology needed



Procurement Transaction

When considering appropriate length of time for a transaction period:

- give thought to how long that price may still be reasonable
- when it would be prudent to obtain new rate quotations or proposals



Procurement

Uniform Guidance allows for

5

acceptable procurement
methodologies.



Thresholds

Thresholds set by the FAR at [48 CFR part 2, subpart 2.1](#)

Micro-purchase = Currently at \$15,000 (increased from \$10,000 effective 10/1/2025)

Simplified Acquisitions = Currently at \$350,000 (increased from \$250,000 effective 10/1/2025)

For states –Use the stricter thresholds! State statutes, etc. may have lower amounts!



§200.320 Methods of Procurement

Informal Methods:

Micro-purchase
($\leq$ \$15,000)

Simplified
Acquisitions
(\$15,000.01 -
\$350,000)

Formal Methods:

Sealed Bids
($>$ \$350,000)

Competitive
Proposal
($>$ \$350,000)

Noncompetitive
Procurements
($>$ \$15,000)

§200.320 Methods of Procurement

Informal Methods:

Micro-purchase
($\leq \$15,000$)

Simplified
Acquisitions
(\$15,000.01 -
\$350,000)

Formal Methods:

Sealed Bids
($> \$350,000$)

Competitive
Proposal
($> \$350,000$)

Noncompetitive
Procurements
($> \$15,000$)

Micro Purchases: Requirements

\$15,000 or less

Should distribute equitably among qualified suppliers

No quotes required if price is reasonable

§200.404 Reasonable costs

- A cost is reasonable if it does not exceed an amount a prudent person would incur under the circumstances prevailing at the time the decision was made to incur the cost.



Micro Purchases: Documentation

Must document that evidence the price was considered reasonable

- If documented procedures note that the reviewer/approver is to look at price reasonableness along with allowability, that would satisfy this documentation



§200.320 Methods of Procurement

Informal Methods:

Micro-purchase
($\leq$ \$15,000)

Simplified
Acquisitions
(\$15,000.01 -
\$350,000)

Formal Methods:

Sealed Bids
($>$ \$350,000)

Competitive
Proposal
($>$ \$350,000)

Noncompetitive
Procurements
($>$ \$15,000)



Simplified Acquisitions : Requirements

\$15,000.01 - \$350,000

Price or rate quotations **must** be obtained from adequate number of sources (at least 2)

Can be informal – phone call or web search

Price does not need to be deciding factor



Simplified Acquisitions : Documentation

Must document that evidence the price was considered reasonable and that the proper number of rate quotations were obtained.

- All quotations, including phone calls, web searches, etc., **must** be documented and kept on file



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($\leq$ \$15,000)

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(\$15,000.01 -
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Sealed Bids
($>$ \$350,000)

Competitive
Proposal
($>$ \$350,000)

Noncompetitive
Procurements
($>$ \$15,000)

Solicitations (200.319)

All solicitations must:

Incorporate a clear and accurate description of the technical requirements for the product, equipment, or service to be procured.

Identify all requirements which the offerors must fulfill and all other factors that will be used in evaluating bids or proposals.

Solicitations (200.319)

The description may include a statement of the qualitative nature of the property, equipment, or service to be procured.



When necessary, the description must provide minimum essential characteristics and standards to which the property, equipment, or service must conform.

Competition (200.319)

In order to ensure objective contractor performance and eliminate unfair competitive advantage,

contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals

must be excluded from competing for such procurements.

Competition (200.319) – Prequalified Lists

If prequalified lists are used, organizations must ensure that all lists of are current and include enough qualified sources to ensure maximum open and free competition

When establishing or amending prequalified lists, the recipient or subrecipient must consider objective factors that evaluate price and cost to maximize competition.

Must not preclude potential bidders from qualifying during the solicitation period

Have a regularly scheduled review and update of lists

§200.320 Methods of Procurement

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Micro-purchase
($\leq \$15,000$)

Simplified
Acquisitions
(\$15,000.01 -
\$350,000)

Formal Methods:

Scaled Bids
($> \$350,000$)

Competitive
Proposal
($> \$350,000$)

Noncompetitive
Procurements
($> \$15,000$)

Sealed Bids §200.320(c)

Procurement by sealed bids are when bids are publicly solicited through an invitation and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid conforms with all the material terms and conditions of the invitation and is the lowest in price.

For sealed bidding to be feasible, the following conditions will be present:

- a. A complete, adequate, and realistic specification or purchase description is available;
- b. Two or more responsible bidders have been identified as willing and able to compete effectively for the business; and
- c. The procurement lends itself to a firm fixed price contract, and the selection of the successful bidder can be made principally based on price.



Sealed Bids §200.320(c)

The invitation for bids must:

- Be solicited from an adequate number of qualified sources, providing them with sufficient response time prior to the date set for opening the bids.



POLICY EXAMPLE: Sealed Bid Requirements

2

For the purchase of property or for work and labor, two weeks' published notice that proposals will be received, stating the time and place, shall be given.

3

For the construction or repair of roads, bridges, or buildings, three weeks' published notice shall be given. The notice shall state the time and place of awarding the contract and contain a brief description of the work.



Sealed Bids §200.320(c)

The invitation for bids must:

- For local government, the invitation must be publicly advertised.

POLICY EXAMPLE: Sealed Bid Requirements



A contract shall be made by a county board only after advertising for bids or proposals in a qualified legal newspaper of the county.



As an alternative to publishing the notice in a newspaper, the County may post the notice on its website in accordance with Minnesota Statutes Sections 331A.03 and 331A.12.



Sealed Bids §200.320(c)

The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respond.



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



Sealed Bids §200.320(c)

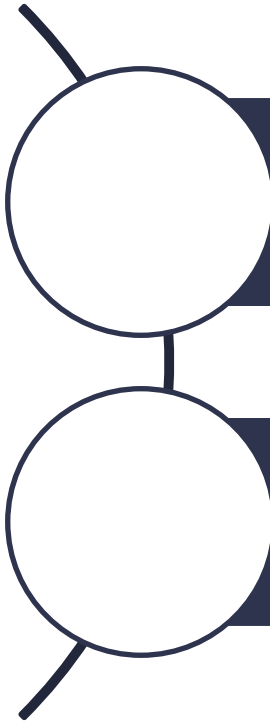
A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder

When specified in the invitation for bids, factors such as discounts, transportation cost, and life-cycle costs must be considered in determining which bid is the lowest.

Payment discounts must only be used to determine the low bid when the recipient or subrecipient determines they are a valid factor based on prior experience.



Sealed Bids §200.320(c)



Recipient or subrecipient must document and provide a justification for all bids it rejects.

Oftentimes policy will allow for rebid if not adequate competition or no vendor qualified.

Sealed Bid Documentation

Need to Keep:

- Copy of advertised solicitation
- Evidence of advertisement (i.e. screen shot, copy of newspaper, etc)
- Evaluation method used and scoring
- Bids received
- Documentation of acceptance and rejections of bids
- How price and contract type was selected



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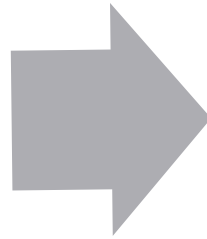
Competitive
Proposal
($> \$350,000$)

Noncompetitive
Procurements
($> \$15,000$)



Competitive Proposals §200.320(d)

Requests for
proposals require
public notice



To the maximum
extent practicable,
any proposals
submitted in
response to the
public notice must
be considered

Competitive Proposals §200.320(d)

Must be solicited from multiple qualified entities

At least 3 is industry
best practice.

Competitive Proposals § 200.320(b)(2)(ii)

Entities **Must** have written procedures for conducting technical evaluations and making selections.

Method should be developed before developing Requests for Proposals.

Competitive Proposals §200.320(b)(2)(i)

Request for Proposals **must** identify all evaluation factors and their relative importance.

Examples of factors:

Price

Experience
with related
projects

Timeline

Deliverables

References

Disadvantages
business
enterprise



Competitive Proposals §200.320 (b)(2)(iii)

Contracts
must be
awarded to the
responsible
offeror whose
proposal is

- most advantageous
- with price and other factors considered



Competitive Proposals Documentation

**Need to
Keep:**

- Copy of RFP sent
- Evaluation method used and scoring
- Proposals received
- Documentation for why vendor was selected
- How price and contract type was selected



§200.320 Methods of Procurement

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Competitive
Proposal
($>$ \$350,000)

Noncompetitive
Procurements
($>$ \$15,000)



Cost or Price Analysis (200.324)

Recipient must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold (\$350,000) including contract modifications.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the recipient must make independent estimates before receiving bids or proposals.



Cost or Price Analysis (200.324)

Price analysis strategy identifies the best price, which requires performing a marketplace competition comparison.

Cost analysis, a more complex process, is a thorough assessment of the direct and indirect costs leading to the final price of the product or service. Need to get breakdown of cost from vendor.



§200.320 Methods of Procurement

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Formal Methods:

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($>$ \$350,000)

Competitive
Proposal
($>$ \$350,000)

Noncompetitive
Procurements
($>$ \$15,000)



Noncompetitive Procurements §200.320(f)

Procurement through the solicitation of a proposal from only one source

Sometimes referred to as “single source” or “sole source”



Noncompetitive Procurement §200.320(f)

May be used only when:

- The item is available only from a single source
- The public exigency or emergency will not permit a delay resulting from competitive solicitation
- Federal awarding agency or pass-through entity expressly authorizes its use in response to a written request
- After solicitation of a number of sources competition is determined inadequate



Noncompetitive Procurement Documentation

Justification of the use of sole source needs to be documented

Document any research on availability from multiple sources

Retain documentation of authorization

Document any initial solicitations from multiple sources which are concluded to be inadequate, and document why



Weatherization Specific Requirement: Breakout of Labor / Materials

Bids and Invoices need to be broken down separately for labor (crew and subcontractor) and materials (onsite materials and subcontractor materials).





Other Procurement Considerations

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Contracting with small and minority businesses, women's business enterprises, veteran-owned, and labor surplus area firms.(200.321)

When possible, and to the greatest extent consistent with law*, grantee should ensure small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are considered



Utilizing Businesses (§ 200.321)

Such consideration means:

- These business types are included on solicitation lists
- These business types are solicited whenever they are deemed eligible as potential sources
- Dividing total procurement transactions into separate procurements to permit maximum participation by these business types
- Establishing delivery schedules (for examples, the % of an order to be delivered by a given date of each month) that encourages participation by these business types
- Utilizing organizations such as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce
- Requiring a contractor under a Federal award to apply this section to subcontracts



Utilizing Disadvantaged Businesses (§ 200.321)

Small Business Enterprises, Veteran-Owned, Women Owned, Minority Owned:

- Website: <http://dsbs.sba.gov>
- Search based on general nature of business and/ or specific NAICS codes (<http://www.naics.com/search/>)

Minority Business Enterprises and Women's Business Enterprises:

- Website: <http://www.sba8a.com/>
- Search based on Industry code and/or state location

Labor Surplus Area Firms:

- Website: <https://www.doleta.gov/programs/lsa.cfm>
- Note that this list is updated on an annual basis and therefore look under “related links” box to find latest list issued by DOL



§200.322 Domestic preferences for procurements.

As appropriate and to the extent consistent with law, the recipient should, to the **greatest extent practicable** under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.



§200.323 Procurement of recovered materials

Recipients should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services:

- that can be reused, refurbished, or recycled
- Contain recycled content, are biobased, or are energy and water efficient
- And are sustainable.

This may include purchasing compostable items and other products or services that reduce the use of single-use plastic products.



Contract Provisions §200.327

Contracts must contain the applicable provisions described appendix II to 2 CFR 200

Some are applicable to all, others are applicable at certain dollar thresholds, some are applicable to certain types of contracts



Contract Provisions §200.327

- All contracts:
- **Debarment and Suspension (E.O.s 12549 and 12689):** For all contracts, the entity shall obtain from the contractor a certification that neither the contractor nor any of its principal employees are listed on the Excluded Parties List System in SAM.
- **Drug-Free Workplace (49 CFR Part 32):** For all contracts, the entity shall obtain from the contractor a certification that it complies with Government-wide Requirements for Drug-Free Workplace (Grants), 49 C.F.R. Part 32.
- **Domestic preferences for procurements:** As appropriate and to the extent consistent with law, contractor will, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).



Contract Provisions §200.327

- Contracts over \$10,000:

1. **Termination:** All contracts in excess of \$10,000 shall contain suitable provisions for termination, including the manner by which termination shall be effected and the basis for settlement. In addition, such contracts shall describe the conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated due to circumstances beyond the control of the contractor.



Contract Provisions §200.327

- Contracts over \$100,000:
 1. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):** For all contracts or Subawards of \$100,000 or more, a certification shall be obtained from the contractor or sub-grantee that it will not and has not used Federal appropriated funds to pay any person or organization for influencing **or** attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

Contract Provisions §200.327

- Contracts over \$150,000:
 1. **Clean Air Act (42 U.S.C. 7401-7671q and the Federal Water Pollution Control Act (33 U.S.C. 1251 -1387), as amended:** Contracts and subawards of amounts in excess of \$150,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).



Contract Provisions §200.327

- Contracts over \$350,000:
 1. **Remedies:** All contracts for more than the simplified acquisition threshold must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.



Contract Provisions §200.327

- Telecommunication Contracts:

1. **Prohibition on certain telecommunications and video surveillance services or equipment:** The entity and subrecipients are prohibited from entering into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).



Contract Provisions §200.327

- Contracts for construction:
 1. **Equal Employment Opportunity:** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause
 2. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148):** When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by recipient and subrecipients must include a provision for compliance with the Davis-Bacon Act
 3. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708):** [Where applicable] All contracts awarded in excess of \$100,000 for contracts that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5).



Contract Provisions (200.327*)

- Contracts for public-use construction:
 1. **Buy American Act (41 U.S.C. §§ 8301-8305):** Every contract for the construction, alteration, or repair of any public building or public work in the United States shall contain a provision that in the performance of the work the contractors, subcontractors, material men, or suppliers shall only use:
 - Unmanufactured articles, materials, and supplies that have been mined or produced in the US
 - Manufactured articles, materials, and supplies that have been manufactured in the US substantially all from US-unmanufactured products



Contract Provisions §200.327

- Contracts for research work:
 1. **Rights to Inventions Made Under a Contract or Agreement:** Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government the entity in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.





Checklists / Tools

We'll get you there.

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Federal Procurement Checklist

- Recommend to be completed for procurements over micro-purchase threshold
- Can be used for micro-purchases if deemed appropriate
- Reference bids / quotes / proposal received



WAP Vehicle Purchases

- Need to ensure that procurement guidelines are complied with.
- Obtain at least 2 quotations for vehicle purchase.
- Bids / Quotations should be in writing
- Complete the Bid Analysis Form



WEATHERIZATION ASSISTANCE PROGRAM VEHICLE PURCHASE - BID ANALYSIS FORM

Agency Name:		Contact Person:	
Contract Agreement No.	Date:	Phone No.	
Vehicle Required Specifications : <i>(attach additional documentation, such as specification information sent to vendors that listed clearly defined requirements, if needed)</i>			
PRICES QUOTED FROM VENDORS (Insert Vendor Names in Columns Below):			
Requested Quotes <i>(attach copies of quotes to form when submitting)</i>	Vendor:	Vendor:	Vendor:
Vehicle Make/Model Proposed:			
Vehicle Cost Quoted:	\$ -	\$ -	\$ -
Did the price quote / proposal meet the required vehicle specification? (yes / no)			
Additional Notes / Comments On Vehicle Quote or Vendor to be Considered for Analysis:			
Vendor Selected / Not Selected	☐ Selected ☐ Not Selected	☐ Selected ☐ Not Selected	☐ Selected ☐ Not Selected
Justification for vendor that was selected - lowest price or best value selection due to other factors (list the factors):			
AGENCY SIGNATURE (Required):			
Agency Representative (enter printed name and title below)		Phone No. / E-mail address (enter below)	
Signature of Agency Representative:		Date of Signature:	





Questions?



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CLA Grant Compliance Resource Center

<http://www.claconnect.com/resources/tools/resources-to-ease-the-burden-of-grant-compliance>

Articles

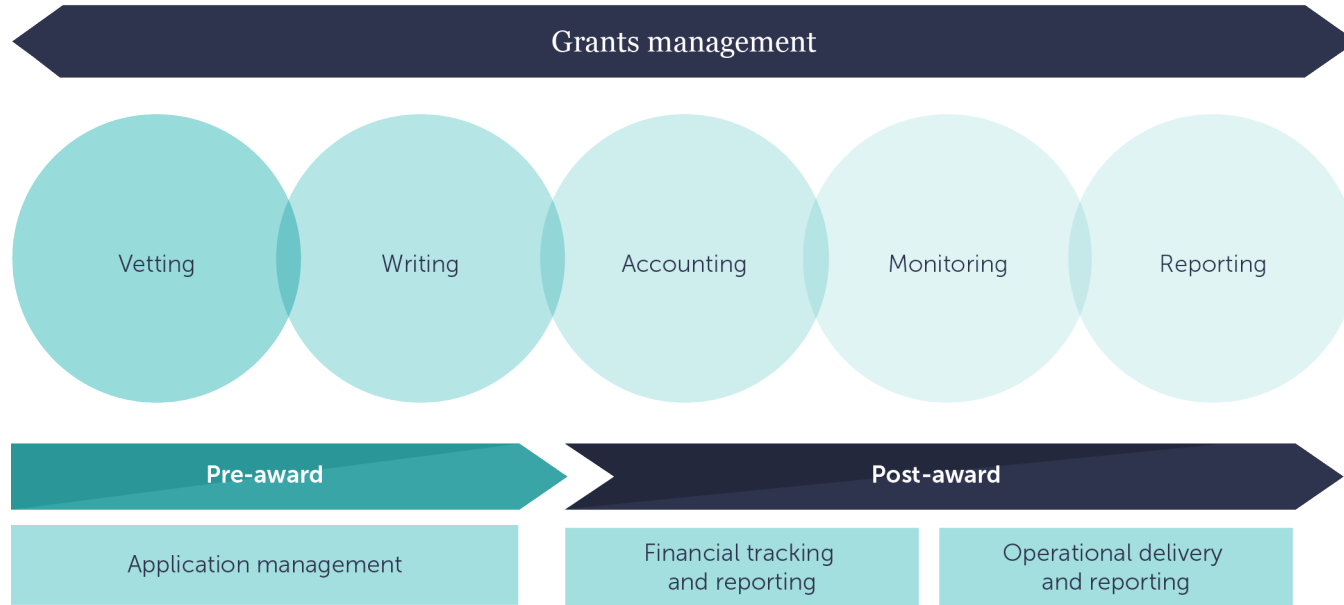
Tools

**Recorded
Webinars**



Grant Compliance Services CLA Can Provide

<https://www.claconnect.com/en/services/outourcing/grant-compliance-services>



Grant Compliance Services CLA Can Provide

<https://www.claconnect.com/en/services/outourcing/grant-compliance-services>

**Grant Compliance
Assessments**

**Grant management
policies and
procedures
development and
implementation**

**Training on
understanding
compliance
requirements**

**Grant report
preparation**

**Grant transaction
accounting**

**Subrecipient
monitoring
assistance**

**Single audit
preparation**

**Grant Application
Writing or Review**

**Indirect cost rate
proposal
preparation or
review**

**Grant management
software selection**

**Funding Opportunity
Research**





Create Opportunities

CLA exists to
create opportunities —
for our clients, our people,
and our communities.

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