

Procurement;

**Acquiring Goods or Services Through Fair
and Open Competition**



Chapter 3 of the CDBG Grant Administration Manual

<http://comdev.mt.gov/CDBG/cdbgggrantadminmanual.mcp>

Four Procurement Processes:

1. Competitive Proposal
2. Competitive Sealed Bid
3. HUD Small Purchase Procedure
4. Sole Source Procurement

Which procurement process would you follow to acquire a permanent (or temporary) utility easement?

1. Competitive Proposal
2. Competitive Sealed Bid
3. HUD Small Purchase
4. Sole Source Procurement

Which procurement process would you follow to acquire real property?

1. Competitive Proposal
2. Competitive Sealed Bid
3. HUD Small Purchase
4. Sole Source Procurement

Competitive Proposal

- Request for Qualifications of Request for Proposals (RFQ or RFP)
- Criteria & Selection Process
- Required for services over \$100,000
- Recommended for technical/complex work under \$100,000
- Fees determined after selection
- Section 3 and DBE

Competitive Sealed Bid

- Standard Process for Most Construction Activities
- Complete & Adequate Specifications / Descriptions
- Firm, Fixed Price
- Principally on Basis of Price and Responsiveness
- Required for Construction Contracts in Excess of \$80,000 (Per MCA)
- County or City/Town Advertisement Minimums
- Section 3 and DBE

HUD Small Purchase

- Standardized, List of Questions/Qualifications
- 3 – 5 Phone (or email) Rate & Work Plan Quotes
- Document Questions & Responses
- Section 3 and DBE

Sole Source Procurement

Contact CDBG Prior to Pursuing Sole Source
Procurement

Competitive Bid Process

- Prepare Plans and Specifications (Engineer/Architect)
- Prepare Bid Documents for Review
 - Free and Open Competition
 - Civil Rights Requirements
 - Labor Standards Requirements
- Advertising (Section 3 and DBE)
- Contractor Selection
 - Debarment Check & SAM
- Contract Award & Preconstruction Meeting

Document,

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Document!