

<b>Guide for Review of SHP Procurement</b>			
<b>Name of Grantee:</b>			
<b>Staff Consulted:</b>			
<b>Name(s) of Reviewer(s)</b>		<b>Date</b>	

**NOTE:** All questions that address requirements contain the citation for the source of the requirement (statute, regulation, NOFA, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements, but are included to assist the reviewer in understanding the grantee's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "**finding.**"

**Instructions:** This Exhibit is designed to monitor the SHP grantee's compliance with procurement requirements. It applies to governmental entities. The appropriate procurement requirements for non-profit organizations can be found at 24 CFR 84.40 – 84.48. The Exhibit is divided into five sections: Sample Selection; Small Purchase; Sealed Bids; Competitive Proposals; and Noncompetitive Proposals. The HUD reviewer should follow the sampling instructions in Section 13-3 of the introduction to this Chapter and randomly select a sample of the grantee's procurement transactions, pull the procurement files related to the selected transactions and use the files to verify responses to the Exhibit questions. The SHP regulatory citation for the uniform administrative requirements is located at 24 CFR 583.330.

**Questions:**

**A. SAMPLE SELECTION**

1.

Provide the following information for the selected sample of procurement transactions. (If additional rows are needed, please attach an additional sheet.)					
Name of Contractor/Purpose	Date of Purchase	Amount Budgeted	Amount Obligated	Amount Expended	Procurement Method*

\* Use the following numbers for these methods of procurement [see 24 CFR 85.36(d)]: (1) Small Purchase; (2) Sealed Bids; (3) Competitive Proposals; and (4) Noncompetitive Proposals.

**B. SMALL PURCHASES**

2.

Does the grantee document receipt of an adequate number of price or rate quotations from qualified sources for procurements of \$25,000 or less? [24 CFR 85.36(d)(1)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
<b>Describe Basis for Conclusion:</b>  	

**C. SEALED BIDS**

3.

Does the grantee receive at least two or more sealed bids for each procurement transaction? [24 CFR 85.36 (d)(2)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
<b>Describe Basis for Conclusion:</b>  	

4.

Do the procurement transactions reviewed lend themselves to firm, fixed price contracts and can selection of successful bidders be made principally on the bases of price? [24 CFR 85.36]	<input type="checkbox"/> <input type="checkbox"/> Yes No
<b>Describe Basis for Conclusion:</b>  	

5.

Did the grantee publicly advertise the Invitation for Bids (IFBs) and were bids solicited from an adequate number of known suppliers, providing them sufficient time before the date set for opening bids? [24 CFR 85.36(d)(2)(ii)(A)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
<b>Describe Basis for Conclusion:</b>	

6.

Did the IFBs, including specifications and pertinent attachments, clearly define the items or services needed in order for the bidders to properly respond? [24 CFR 85.36(d)(2)(ii)(B)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
<b>Describe Basis for Conclusion:</b>	

7.

For the transactions reviewed, were all bids opened publicly at the times and places stated in the IFBs? [24 CFR 85.36]	<input type="checkbox"/> <input type="checkbox"/> Yes No
<b>Describe Basis for Conclusion:</b>	

8.

Are contracts awarded to the lowest responsive and responsible bidders? [24 CFR 85.36]	<input type="checkbox"/> <input type="checkbox"/> Yes No
<b>Describe Basis for Conclusion:</b>	

D. COMPETITIVE PROPOSALS

9.

Is this procurement method used generally when conditions are not appropriate for sealed bids? [24 CFR 85.36]	<input type="checkbox"/> <input type="checkbox"/> Yes No
<b>Describe Basis for Conclusion:</b>	

10.

For the transactions reviewed, do the Requests for Proposals (RFPs) state clearly and accurately the technical requirements for the goods or services to be procured? [24 CFR 85.36]	<input type="checkbox"/> <input type="checkbox"/> Yes No
<b>Describe Basis for Conclusion:</b>	

11.

Are proposals solicited from an adequate number of qualified sources, consistent with the nature and requirements of the procurements? [24 CFR 85.36]	<input type="checkbox"/> <input type="checkbox"/> Yes No
<b>Describe Basis for Conclusion:</b>	

12.

Does the grantee publicize RFPs and honor reasonable requests by parties to compete to the maximum extent practicable? [24 CFR 85.36]	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Describe Basis for Conclusion:</b>	

13.

Do the RFPs identify all significant evaluation factors, including price or cost where required and their relative importance? [24 CFR 85.36]	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Describe Basis for Conclusion:</b>	

14.

Do the records indicate that the grantee conducted technical evaluations of submitted proposals; determined responsible offerors from such evaluations; as necessary and when authorized, conducted negotiations, written or oral, for final contract award; and made awards to the most responsive and responsible offerors whose proposals will be most advantageous to the grantee after price and other factors are considered? [24 CFR 85.36(d)(3)(iii) and (iv) and 24 CFR 85.36(b)(8)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Describe Basis for Conclusion:</b>	

15.

If RFPs involved architectural or engineering professional services, were submissions evaluated with respect to factors other than price (e.g., can the grantee document the bases for negotiations of fair and reasonable compensation)? [24 CFR 85.36]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
<b>Describe Basis for Conclusion:</b>	

16.

If RFPs involved architectural or engineering professional services, does the grantee maintain a list of qualified bidders who can respond to its RFPs? [24 CFR 85.36]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
<b>Describe Basis for Conclusion:</b>	

E. NONCOMPETITIVE PROPOSALS

17.

If noncompetitive proposals were used, can the grantee show that other methods of procurement (small purchase, sealed bids or competitive proposals) were infeasible because the items were available from a single source; OR a public exigency or emergency was of such urgency to not permit a delay resulting from competitive solicitation; OR, after solicitation from a number of sources, competition was determined inadequate; OR approval was granted by HUD? [24 CFR 85.36(d) (4)]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
<b>Describe Basis for Conclusion:</b>	