

## FEDERAL GRANT PROCEDURES

- Review Requisition Comments to see if items are “contractual” accounts, regardless of the dollar amount. The Grant Budget Approver (currently Cindy Cammuse or Angela Chapman) will add a comment to the requisition if they are considered “contractual”.
- If they are “contractual” the requisition/P.O. will require a “signature page”.
- Signature Page will require the Vice President of Administration/CFO’s signature and should list ALL the documents it covers:
  - For example: Quote, scope of work, specifications or special conditions, sole source justification form, applicable solicitation standard terms & conditions, debarment search, purchase order number, etc.
  - In order to get the P.O. number, you must change the P.O. distribution under the vendor’s profile to “Manual Distribution”. The P.O. is not to be sent to the vendor until after the Vice President of Administration/CFO has signed the signature page & the vendor must have signed the signature page prior to the date services are rendered by the vendor. The signature page should then be attached to the P.O. in CougarMart and then P.O. and all documents can be sent to the vendor.
  - The blank signature document can be found on G\admin\purchase\revised documents\agreement signature page 6-18-12 (it is a word document).
- All grant vendors should be checked on SAM.Gov the day the order is issued and the debarment search results should be saved and attached to the requisition.
- The bid checklist, showing Grant steps, should be signed & dated and attached to the requisition.
- Federal Grant purchase orders should have the following clauses added in addition to any contract clause and FOB:
  - EOE clause #225
  - Clause specific to the Grant being used: DOL clause #226, NSF clause #224, USSBA #227 (Purchasing can add clauses as needed.)
  - Funding out clause #212
  - Clean Air clause #92 (should be added to construction orders over \$100,000).
  - Additional clauses may be necessary, if the procurement is construction related. (i.e. Davis-Bacon Act, Copeland Anti-Kickback Act, Contract Work Hours and Safety Standards Act)

- Always read any vendor included terms and conditions or agreements before proceeding to ensure they that they do not contradict District terms and conditions or Federal requirements.
- All grant orders MUST follow District guidelines for purchases (i.e. 3 quotes obtained by the department if over \$2,000 or Purchasing to request formal quotes or bids if over \$4,999). If a cooperative contract is being used, Purchasing should review the agreement to insure grant compliance, etc. A copy of the cooperative contract should be included in the contract folder or attached to the order.
- All Sole Source requests shall be in compliance with the Districts' Sole Source Procurement Policy.
- All Federal procurements shall be in compliance with CFR Part 97.36:  
<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=99c9a20e960f56be66f17ae91b52c888&rgn=div5&view=text&node=29:1.1.1.1.42&idno=29#29:1.1.1.1.42.3.72.14>
- All DOL procurements shall be in compliance with CFR 29 Part 95.40 – 95.48:  
<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=99c9a20e960f56be66f17ae91b52c888&rgn=div5&view=text&node=29:1.1.1.1.40&idno=29#29:1.1.1.1.40.3.65.18>.
- It shall be the responsibility of the Buyer to monitor the vendor's performance during the term of an annual contract or during the performance of a one-time project. Performance shall be documented by attachment to the Purchase Order or in the bid folder.
- Collin encourages participation in the proposal process by small, minority and female-owned businesses. Collin does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or veteran status.