

# Procurement Method Report

Attach to the Applicable Invoice

*This report may be used to summarize methodology of procurement in lieu of writing a statement on the narrative report  
All forms mentioned are available at  
[www.ak-prepared.com/grants.htm](http://www.ak-prepared.com/grants.htm)*

Check appropriate boxes below

## Sole Source and Single Vendor Response to a Competitive Bid

All sole source procurements and single vendor response to a competitive bid require the Alaska Division of Homeland Security and Emergency Management (DHS&EM) pre-approval and use of the Sole Source Checklist. DHS&EM's sole source approval documentation will be maintained in both the jurisdictional and DHS&EM grant files. There is no requirement to submit DHS&EM a copy of this pre-approval with the reimbursement request.

### Procurements

- \$0-\$5,000 – Self-assurance and adequate competition must be documented for jurisdiction's grant files. There is no requirement to provide DHS&EM with this documentation. Negotiated Abstract is provided as a method of documentation, any method of documentation may be used.
  
- \$5,000-\$25,000 – Certification Statement required for reimbursement (for each procurement)
  - Three written quotes were secured
  - Three verbal quotes were secured
  - A vendor from a General Services contract was secured
  - Three internet and/or catalog price comparisons were secured
  
- \$25,000-\$50,000 – Summary (Items required for each procurement)
  - Written quotation and quotes from at least three vendors
    1. Vendor's Name \_\_\_\_\_ Bid \_\_\_\_\_
    2. Vendor's Name \_\_\_\_\_ Bid \_\_\_\_\_
    3. Vendor's Name \_\_\_\_\_ Bid \_\_\_\_\_
    4. Applicable Policy \_\_\_\_\_  
(Jurisdictional Statute, State's Procurement Statute, etc.)
    5. Provide a description of the vendor award/selection criteria  
\_\_\_\_\_  
\_\_\_\_\_
    6. Why was the vendor chosen  
\_\_\_\_\_  
\_\_\_\_\_
  - Sourcing from a General Services approved vendor lists
    1. Applicable Government Contract \_\_\_\_\_
    2. Vendors Name \_\_\_\_\_

- \$50,000 or Greater (Attach the following items for reimbursement)
  - Invitation to Bid or Request for Proposal documents
  - Published advertisement and/or solicitations
  - List all submitted proposals/vendor and the bid amounts
  - Vendor award/selection criteria
  - Justification statement as to why vendor was chosen
  - Contract award/Change Orders/Revisions/Amendments/etc.
  
- \$100,000 or Greater – All steps in the procurement process will require DHS&EM’s pre-approval. DHS&EM’s approval documentation will be maintained in both the jurisdictional and DHS&EM grant files. There is no requirement to submit DHS&EM copies of these pre-approvals with the reimbursement request.

**Mandatory pre-approval items**

- Pre-Approval of the Invitation to Bid or Request for Proposal document
- Pre-Approval of the published advertisement and/or solicitation
- Pre-Approval of the vendor award/selection criteria
- Pre-Approval of the vendor selected
- Pre-Approval of the contract award

I certify the above information is true and accurate and documentation related to this procurement is on file and available upon request.

\_\_\_\_\_  
Project Manager’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

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