



**Dated:** February 2019  
**To:** Community Services Block Grant (CSBG) Eligible Entities  
**From:** Wyoming Department of Health, Public Health Division  
Community Services Program Manager  
**Reference:** CSBG Policy 10: Procurement Policy

### **POLICY #10**

In accordance with OMB Guidance, Grantees must use one of the following methods of procurement.

1. **Micro-Purchases:** Purchase of supplies or services using simplified acquisition procedures. No quotations are required and equitable distributions are to be made. Micro-purchases are \$3,000 or less.
2. **Small Purchases:** Small purchase procedures are simple and informal procurement methods for securing services, supplies, or other property that does not exceed \$150,000. Price or rate quotations must be obtained from a minimum of three (3) qualified sources.
3. **Sealed Bids:** Sealed bids are publicly solicited. Bidders will be evaluated on their ability to meet the terms and conditions of the request and by their bid amount. Once selected, the bidder will receive a contract with a firm, fixed rate. This is the preferred method for procuring construction. This procurement method shall be used for projects greater than \$150,000.
4. **Request for Proposals (RFP):** RFP's are publicly solicited, competitive proposals that will be used when a sealed bid is not appropriate for the items/services being procured. Grantees are able to include specific questions of their choosing and then evaluate proposals with weighted scoring. Once selected, the proposer will receive a contract with a firm, fixed rate. Competitive proposals shall be used when Grantee is procuring items and/or services greater than \$150,000. This method requires:
  - a. Requests for proposals must be publicized and identify all evaluation factors and their importance. Any response must be considered to the maximum practical extent.
  - b. Proposals must be solicited from at least three (3) qualified sources.

- c. The Grantee must have a written process for the evaluation of proposals, any weighted scoring system and for selecting recipients.
  - d. Contracts must be awarded to the proposer who is most advantageous to the Grantee, with price and other factors considered.
5. Non-competitive Proposals: If the Grantee procures items and/or services greater than \$150,00 without using a competitive bid or proposal process, the Grantee must be able to document that at least one or more more of the following apply:
- a. The item is a unique item and/or services that is only available only from a single source.
  - b. There is an urgent need or demand that precludes any delays that could result from the sealed bid or RFP process.
  - c. The pass-through entity (State CSP) expressly authorizes noncompetitive proposals in response to a written request from the Grantee.
  - d. After solicitation of multiple sources, competition is determined inadequate.