

## **Prequalified List Procurement**

The city will establish a prequalified list of residential construction contractors to bid on individual home rehabilitation projects. The city will use a Request for Qualifications to solicit potential contractors for the pre-qualified list and will use the Simplified Acquisition method to solicit and select individual contractors for award. Contractors will be selected based on lowest price quotes. The city will issue fixed price contracts, with a lump sum price and on a payment upon completion of work basis.

## **Method of Procurement**

Procurement transactions shall be conducted in a manner providing full and open competition consistent with the standards of **2 CFR 200.318–200.327**.

The following procurement method shall be used:

- Simplified Acquisition (Small Purchase)

Method: Simplified Acquisition (Small Purchase)

Cost/Price Thresholds

The simplified acquisition (small purchase) method is used for purchases that exceed the than micro-purchase threshold of \$10,000 and up to the federal Simplified Acquisition Threshold (SAT) of \$250,000.

Type of Purchase: Statement of Work (SOW)

A Statement of Work provides the framework for services procurement and establishes expectations between the procurement entity and the contractor.

Every Statement of Work includes:

- Detailed work and task requirements
- Deliverables and acceptance criteria
- Delivery schedule or period of performance
- Reporting and compliance requirements
- Clear statement of objectives

There will be no negotiations over the Scope of Work.

### Price/Cost Information and Category of Purchase

The simplified acquisition (small purchase) method is used the following types of purchases:

- Minor construction

Price information is obtained through:

- Written quotes
- Email quotes
- Vendor proposals

### Requirements for Use

- Minimum of three (3) price or rate quotations
- Procurement shall be conducted competitively
- Written documentation required

### Selection Basis of Contractors

The city will select contractors from the pre-qualified list based upon the lowest price response to each solicitation.

### Solicitation Procedures

The city issues a written request for quotes (RFQ), shares the solicitation by email or written communication with vendors on the prequalified list and allows at least seven (7) calendar days for responses.

### Cost Reasonableness Procedures

To determine cost reasonableness, the city uses the following tools:

- Comparison of quotes

### Contract, Price, and Payment Type

For the simplified acquisition (small purchase) method, the following contract type, price and payment will be allowed:

- Fixed price contract
- Lump sum price
- Completion Payment

## Procurement Records

The city keeps the following records to document the approach followed for simplified acquisitions (small purchase):

- Solicitations issued
- Quotes received
- Cost estimate
- Evaluation documentation
- Contract
- Invoices and payment records