

## Arizona Department of Homeland Security Procurement Checklist

Please complete the applicable section for the method of procurement utilized when acquiring the goods/services under the Nonprofit Security Grant Program. Include this checklist with all reimbursements submitted to the Arizona Department of Homeland Security. **A separate procurement checklist is required for each procurement under the grant program.**

Please list what good(s)/service(s) is/are associated with this Procurement Checklist:

### Procurement up to \$10,000

Utilized State Contract

State Contract #: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

No Vendor on State Contract - Acquired three (3) or more quotes. **Only allowable if the subrecipient confirms that there is not a vendor on State Contract for the good/service.** The following must be provided:

Quote Name & Number: \_\_\_\_\_

Quote Name & Number: \_\_\_\_\_

Quote Name & Number: \_\_\_\_\_

Confirmation to adherence with Arizona Administrative Code 2-7-101 (*please see page 2 for details*)

\*The following documentation is required for each quote: date/time vendor called, vendor name, vendor phone number, vendor contact person, and vendor response. There are no exceptions to these requirements.

### Procurement between \$10,000 and \$99,000

Utilized State Contract

State Contract #: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

No Vendor on State Contract - Utilized Request for Quotation (RFQ). **Only allowable if the subrecipient confirms that there is not a vendor on State Contract for the good/service.** The following items must be provided:

A copy of the solicitation

Bid evaluation records and scoring methodology

Confirmation to adherence with Arizona Administrative Code 2-7-101 (*please see page 2 for details*)

### Procurement \$100,000 and above

Utilized State Contract

State Contract #: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

No Vendor on State Contract - Utilized Request for Proposal (RFP). **Only allowable if the subrecipient confirms that there is not a vendor on State Contract for the good/service.** The following items must be provided:

A copy of the solicitation

Bid evaluation records - including evaluation criteria

Written determination explaining the basis for the award

Confirmation to adherence with Arizona Administrative Code 2-7-101 (*please see page 2 for details*)

### Approval/Signature (REQUIRED)

I certify that the procurement procedures checked above were utilized to acquire the goods/services authorized under the Nonprofit Security Grant Program and the procurement process is free from organizational conflicts of interest.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Arizona Administrative Code 2-7-101

The subrecipient shall issue a request for quotation by distributing the request for quotation to a minimum of three small businesses.

The request for quotation shall include a statement that only small businesses, as defined in Arizona Administrative Code 2-7-101, shall be awarded a contract, unless any of the following apply:

- The purchase has been unsuccessfully completed under the above, including failure to obtain fair and reasonable prices, OR
- The subrecipient has made a written determination prior to issuing a request for quotation that restricting the procurement to small businesses is not practical under the circumstances.

[Link to Arizona Administrative Code 2-7-101](#)

## Evaluating Bids

Awards must be made in accordance with a predetermined process. Scoring criteria **must** be established **before** bids are opened.

Scoring methodology and bid evaluations must be in writing and maintained in the organization's grant file. Scoring methodology should be clear and easily understood by AZDOHS upon review.

Bid costs must be detailed item by item for bidding purposes - not in a lump sum amount.

The contract may be awarded to the lowest responsible bidder on the basis of best value which can include the following elements: cost, experience/qualifications of vendor, references, and/or ability to conform with project work schedule.

## Conflict of Interest

Per your Subrecipient Agreement, AZDOHS may immediately cancel the grant award "if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement for AZDOHS is an employee or agency of Recipient in any capacity, or a consultant to Recipient with respect to this Agreement's subject matter."

Your organization **must** ensure that procurements are free from organizational conflicts of interest.

Whoever completes your risk assessment and/or application cannot bid on your organization's projects.

No employee, officer, board member (including immediate family), may bid on any of your organization's projects.

**Please contact [azdohsfinance@azdohs.gov](mailto:azdohsfinance@azdohs.gov) with any questions.**