

Missouri State Library LSTA Grants Procurement Requirements

PLEASE NOTE: If your library has policies established regarding bidding for purchases, you are encouraged to use those policies in administering the grant funds. “Grantees and subgrantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in [section 1183.36].”

The attached Procurement Certification form is to be used to document bid processes of expenditures for identical goods or services over \$3,000. (Example – 18 identical laptop computers @ \$1,800 each = \$32,400). If equipment is purchased through the State Contract, you are not required to obtain additional bids from other sources. Simply state on the Procurement Certification form that the contract was awarded on the basis of State Contract.

The Library Services and Technology Act (LSTA) is governed by the federal regulations in 45 CFR Ch. XI, Part 1183. You may wish to check the section on Procurement Requirements, found at Part 1183.36. All federal grants are required to be in compliance to Office of Management and Budget (OMB) Circulars A-21, A-122, or A-87 concerning cost principles. These regulations set the threshold for procurement by “small purchase procedures” at \$100,000. “If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources.” (45 CFR Ch. XI, 1183.36.4.d)

For purchases of equipment over \$3,000 in aggregate—Report the price and rate quotations you obtained through:

1. Informal Method - Requests for proposals from an “adequate number of qualified sources,” which may be three or more sources, however, if only one proposal is acquired in a non-competitive proposal, the library must show that there is only one source, or competitive or sealed bids have failed to produce a list of interested vendors.

OR

2. Formal Method - Public advertising for sealed bids and a fixed-price contract awarded to “The responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.”

Publicly listed price quotations may be gathered from such sources as Internet web pages or catalog advertisements; these may be counted as price & rate quotations. Keep all printouts and/or photocopies of quotations on file at your library; send us only the Procurement Certification form.

For purchases over \$100,000—Public advertising for sealed bids is required and a fixed-price contract is to be awarded to the lowest bidder (see Federal regulations for more details).

**Library Services and Technology Act Grant Program,
Administered by the Missouri State Library, a Division of
The Office of the Secretary of State
PROCUREMENT CERTIFICATION**

Library: _____ **Grant Number:** _____

1. Sealed Bids were received: yes no

If yes, these are the results:

- | | | | |
|-----------------|-------|---------|-------|
| a. Bidder name: | _____ | Amount: | _____ |
| b. Bidder name: | _____ | Amount: | _____ |
| c. Bidder name: | _____ | Amount: | _____ |
| d. Bidder name: | _____ | Amount: | _____ |
| e. Bidder name: | _____ | Amount: | _____ |

The Contract was awarded to: _____

on the basis of: _____ low bid, or _____

(state reasons)

2. By direct queries via telephone, email, letter, or fax: yes no

If yes, these are the results:

- | | | | |
|-----------------|-------|---------|-------|
| a. Bidder name: | _____ | Amount: | _____ |
| b. Bidder name: | _____ | Amount: | _____ |
| c. Bidder name: | _____ | Amount: | _____ |
| d. Bidder name: | _____ | Amount: | _____ |
| e. Bidder name: | _____ | Amount: | _____ |

The Contract was awarded to: _____

on the basis of: _____ low bid, or _____

(state reasons)

3. The vendor and the product chosen were a sole source: yes no

This fact was ascertained by the following steps. (Show how you reached this conclusion below. If necessary, attach another sheet.)

I hereby certify by my signature that the above statements are true and factual to the best of my knowledge:

Library Director's Signature *(Please sign in blue ink.)*

Date