

Instructions for NCAI Fund Victim Services Vehicle/Price-based Procurement Documentation

Within this packet are the documents that must be submitted along with a reimbursement for any cost that exceeds your stated micro-purchase threshold. If your tribal nation or organization has documentation that provides all of the relevant information, you can submit that documentation instead. If you would like to have that documentation reviewed prior to submission to ensure that it meets all of the required needs, please reach out to microgrants@ncai.org.

WHEN TO USE THIS DOCUMENTATION:

- 1) This packet should be used when you incur a cost that is over the micro-purchase threshold stated in your tribe's or organization's procurement policy.
- 2) This packet should be used for any good or service where price is the only consideration in the procurement process. If you are procuring a service where you need to include other factors in the determination of the acquisition, please use the Contract Services Procurement Documentation packet instead.

HOW TO USE THIS DOCUMENTATION:

- 3) Follow the steps of the Procurement Checklist Information for Procurement Files
 - a. For each step include the requested information under "Completed" to show that this has been completed.
 - b. Enter the date and initial each item as completed.
- 4) We recommend that you submit documentation of each bid, however it is not required if you complete the Procurement Checklist and Quote Acceptance Form. You can either complete a copy of the Solicitation Form for Small Purchases for each bid received, or attach your internal procurement documentation that provides the same information.
 - a. You must submit a new form for each bid received (do not enter information for multiple bids on the same form)
 - b. Federal regulations require at least two reasonable bids; however, your tribal nation's policies may require more.
- 5) Complete the Quote Acceptance Form (or provide similar documentation from your tribal nation's established procurement process)
- 6) Attach a copy of your research to show the cost estimate (internet search, etc.)
- 7) For vehicle purchase or lease: Attach a copy of the lease vs. purchase cost analysis (we recommend having the dealership complete this for you).

HOW TO SUBMIT THIS DOCUMENTATION:

- 8) You **must** submit this documentation along with the reimbursement request that includes the purchase of the vehicle or other item. You will not be reimbursed for this cost without the proper documentation.
- 9) You can submit your documentation prior to purchase to get pre-approval if you would like, but this is not required for vehicles or services that do not exceed the OJP thresholds of \$81.25/hour or \$650/day

If you have any questions, please do not hesitate to reach out to microgrants@ncai.org for assistance.

Procurement checklist Information for Procurement Files

Complete:
provide brief
description

Small purchase

	Date	Initials
Procurement method used <i>(should be "Small")</i>		
Description of item/service to purchase <i>(if included in Solicitation Form write "attached")</i>		
Number of quotes received		
Vendor selected <i>(provide name of vendor)</i>		
Vendor rejected and why <i>(can write "attached")</i>		
Cost/price reasonable <i>(enter yes or no)</i>		
Purchase order or contract		
Indian Preference <i>(yes or no)</i>		
Debarred list (www.SAM.gov) <i>(when complete, enter "checked")</i>		
For vehicle only: lease vs. purchase analysis <i>(enter "attached")</i>		

Instructions: Please provide comment, if needed, regarding any variance from the standard procurement procedures, such as why a different method of procurement was used or why multiple bids could not be obtained.

Completed by:

Date:

Quote Acceptance Form

Must have at least 3 quotes to use this form

Vendor Name

Total Quote

Preferences Applied

Is the Low Bidder a Qualified Indian Owned Vendor?

Yes - Accept the low bid

No - Continue Below

What is the quote for the lowest non Indian Qualified Vendor?

Lowest Non Indian Qualified Bidder amount multiplied by "X Factor"

defined in policies =

Bid awarded to
bidder after preferences applied.

for the amount of

as the lowest qualified