

# Instructions for NCAI Fund Victim Services Contract Services 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](mailto: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 service where price is **NOT** the only consideration in the procurement process. If you are procuring a good or service where cost is the only factor (i.e. vehicle, equipment, cleaning services, etc.), please use the Vehicle/Cost-Based 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)

## HOW TO SUBMIT THIS DOCUMENTATION:

- 6) You **must** submit this documentation with the first reimbursement request that includes payment for these services, as well as a copy of the contract with the vendor. You will not be reimbursed for this cost without the proper documentation.
- 7) **If your chosen vendor has a rate that exceeds OJP's thresholds of \$81.25/hour or \$650/day, you must receive approval of the rate from NCAI prior to engaging the vendor.** To do this, submit this documentation packet to your financial contact at FirstPic, Inc. or email the documentation to [microgrants@ncai.org](mailto:microgrants@ncai.org).

If you have any questions, please do not hesitate to reach out to [microgrants@ncai.org](mailto:microgrants@ncai.org) for assistance.

## Procurement checklist Information for Procurement Files

Small purchase	Complete provide brief description	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 ( <a href="http://www.SAM.gov">www.SAM.gov</a> ) <i>(when complete, enter "checked")</i>	_____	_____	_____
Approval for rate over OJP Thresholds <i>(if applicable)</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:

**Request for Proposal (RFP) Solicitation Form for Small Purchases  
(\$250,000 or Less)**

Please Use One Form Per Bidder

Is this bid for goods or services?                     Goods     Services

Will the award be made primarily on price and  
other factors?                     Yes                     No

If no, use small purchase form instead

Description of Services/Scope of Work/rationale for purchase:

What Factors will be Used to Make the Award? Use Attached Scoring Sheet for Proposal.

Will the RFP be publicly advertised?                    Yes                    No

If yes, attach copy of ad. If not, explain why.

Service Provider Contacted and Phone Number

Date of Contact

Does Vendor Receive Indian Preference? If yes, attach approved application to the bid

Does Vendor Receive Tribal Preference? If yes, attach approved application to the bid

Does Vendor Receive Other Types of Preference? (Small, Minority, Women Owned Business) If yes, attach approved application to the bid

Proposal Score

Scope of work for

What is the proposed rate for this service?

If this exceeds the OJP threshold of \$81.25 hourly or \$650 daily, please provide a brief explanation of why this cost is justified.

Scoring Factors for Contract Services:

Experience – up to 30 points	_____
Price - up to 30 points	_____
Indian Preference 15 points or 0 points	_____
References Provided – up to 20 points	_____
Tribal Preference 5 points or 0 points	_____
Other Factors	_____
Total Points	_____

# Contract Services Quote Acceptance Form

Must have at least 2 reasonable quotes to use this form

Vendor Name:

Total Points:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Bid awarded to \_\_\_\_\_ for the amount of \_\_\_\_\_ as the bidder with the highest scoring proposal.

Written approval necessary for rates above the OJP Thresholds of \$81.25/hour or \$650/day?      Yes                      No

NCAI Approval provided by: