



MCBM Policy on Property and Procurement

All MCBM employees, consultants, and sub-contractors shall follow the following procedure when purchasing items or services using Federal funds.

1. Prior to initiating purchase, purchaser shall conduct a reasonable evaluation of each of the following alternatives to purchasing the item/service. Each alternative, if applicable, shall be evaluated on the basis of how cost-effective, time-efficient, and practical the alternative is in achieving the related programmatic goal, as compared to purchasing the intended item.
 - a. Purchasing nothing
 - b. Borrowing or leasing the item
 - c. Purchasing the item from a different vendor
 - d. Purchasing a different item from the same vendor

2. In the event that 1c is applicable to the evaluation process (i.e. multiple vendors are identified that could provide the same or similar item/service), and item/service has an estimated value in excess of the small purchase threshold established in 40 CFR §30.46:
 - a. Purchaser shall make available to all identified and interested vendors a solicitation in writing that includes all of the following:
 - A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features which unduly restrict competition.
 - Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals.
 - A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
 - The specific features of “brand name or equal” descriptions that bidders are required to meet when such items are included in the solicitation.
 - The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement.
 - Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient.
 - b. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the recipient, price, quality and other factors considered.
 - c. Once the above evaluation and solicitation process (if applicable) is complete, purchaser shall proceed in full accordance with the findings of said process.



3. In the event that 1c is applicable to the evaluation process and item/service has an estimated value in less than the small purchase threshold established in 40 CFR §30.46,
 - a. Purchaser shall take advantage of information available on the internet to identify potential vendors.
 - b. Purchaser shall review on-line information or contact three or four organizations which can provide goods or services meeting purchaser's needs and obtain price quotes, if applicable.
 - c. Purchaser need not select the lowest priced item or service if
 - It does not meet purchaser's requirements or purchaser can otherwise demonstrate that the goods or services available at a higher price offer the "best value" to purchaser.
 - Purchaser justifies a decision to purchase at the higher price and ensure that the vendor charges similarly situated customers the same price as it is offering to purchaser.
 - d. Purchaser shall keep files of the purchase, including the list of organizations contacted and the prices of each.
4. Prior to award, all bidders, offerors and/or vendors shall be check against the "Excluded Parties List" system for suspended or debarred sub-grantees and contractors at <http://www.sam.gov/>. Suspended and/or debarred sub-grantees and contractors shall not be considered for award.
5. Purchaser shall make it possible for and encourage disadvantaged businesses to provide offers, including, to the extent applicable, complying with 40 CFR, Part 33. (See Subpart C)
6. Any employee involved in the selection process shall not have a conflict of interest with any of the bidders, offerors and/or vendors considered.