

# Region One Education Service Center Purchase Order Compliance Form

REQUISITION # \_\_\_\_\_

Departments **must** consider the following elements when planning to use Federal funds. Please check all that apply and provide additional explanation or documentation as necessary.

**REASONABLE:** *a cost is reasonable if sound business practices were followed and price is comparable to current market price.*

Check one box

- All procurement procedures were followed for purchases of \$50,000 and more (see Federal Grant Policies and Procedures Manual)
- Prices were obtained from adequate number of quotes (required if unit cost between \$3,500.01-\$49,999.99 for goods/services (see quotes section below)
- Purchase is less than \$3,500.00

How is it reasonable? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ALLOWABLE:** *a cost must be allowable under the Federal cost principles in 2 CFR Part 200 (EDGAR), Subpart E and under the terms and conditions of the Federal grant award AND must be reasonable, necessary and allocable. Cost is allowable in accordance with the Federal grant award (budgeted in the approved grant application/contract).*

- Cost is not being used to meet cost sharing or matching requirements of another Federal grant
- Cost is consistent with policies and procedures that apply uniformly to all funds (not treated differently)
- Costs are adequately documented

How is it allowable? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NECESSARY:** *a cost is necessary if needed to achieve an important program objective (not considered "nice to have").*

- The cost is needed for the proper and efficient performance of the Federal grant or contract (items cannot be purchased toward end of grant period since the program did not receive benefit of the purchase)
- The cost is identified in the approved budget, application or contract (required if requires specific approval)
- The cost aligns with the identified needs based on results and findings from a formal needs assessment

How is it necessary? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ALLOCABLE:** *a cost is allocable to the Federal award if the goods or services involved are chargeable as assignable to the award in accordance with the relative benefits received.*

- The charge to the program is in proportion to the value received by that program

How is it allocable? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BENEFIT:** *a cost is necessary if order needed in the grants' final 90 days to achieve an important program objective.*

- The cost is needed for the proper and efficient performance of the Federal grant or contract
- The cost is identified in the approved budget, application or contract (required if requires specific approval)
- The cost aligns with the identified needs based on results and findings from a formal needs assessment
- Does not apply

**SPECIAL OR UNUSUAL COSTS:** *certain costs that may be difficult to determine reasonableness or allocability, require prior written approval for "special or unusual costs" not identified in the regulations in advance of the incurrence of such costs.*

- Submit request in writing to the TEA Chief Grants Administrator or Federal Program Officer
- Request must include timeframe or scope of the agreement
- Does not apply

**CONSIDERATION FOR ITEMS OF SPECIFIC APPROVAL:** *the department received prior approval from TEA or other awarding agency through the application and grant/contract awarding process for the following items. **If the awarding agency requires pre-approval for the following, attach application or other document.***

- Participant Support Costs – stipends, travel, registration fees paid to or on behalf of participant or trainees (not employees)
- Capital Outlay (66XX)
- Does not apply

**PURCHASE VERSUS LEASE:** *the department avoids the acquisition of unnecessary or duplicative items, and considers consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, the Center makes an analysis of leases versus purchase alternatives, and other appropriate analyses to determine the most economical approach.*

- Prudence was used in making the decision to incur the cost
- Necessary to carry out the objectives of the grant program or is recognized as an ordinary cost to operate the organization
- Applied sound business practices; arm's-length bargaining; Federal, State, and other laws and regulations; and the terms and conditions of the award
- Price is comparable to that of the current fair market value for equivalent goods or services
- No significant deviations from the established practices of the organization which may unjustifiably increase the cost
- Does not apply

**RECOVERED MATERIALS:** *consider the use of Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs. The requirements apply to State and local governments, including the ESC, and include the purchase of everyday items such as paper products, non-paper office products, office furniture, floor mats, and awards and plaques, as well as many other items, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000. Requirements also include:*

- Research or inquire other Federal program areas within the ESC to determine if existing material/equipment is available for use.
- Compliance with Solid Waste Disposal Act procuring only items designated in the EPA guidelines.
- Reasonably available within certain time frame.
- Meet performance standards.
- Unreasonable price.
- Does not apply

REQUISITION # \_\_\_\_\_

**PRICE/COST ANALYSIS:** *must perform a cost or price analysis in connection with every procurement action in excess of \$150,000. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation. The program must make independent estimates before receiving bids or proposals. See Cost/Price Analysis Form and attach, if applicable.*

Not Applicable

**Price Analysis:**

- Adequate price competition
- Prices set by law or regulation
- Established catalog prices and market prices
- Comparisons to previous purchases
- Comparison to a valid Grantee independent estimate
- Value analysis

**Cost Analysis:**

- Obtaining cost or pricing data (cost breakdown) from prospective contractors or subcontractors
- Verifying and evaluating the accuracy and allowability of cost data
- Projecting cost data from known to estimated costs to show the effect on overall prices

**DEBARMENT AND SUSPENSION:** *The ESC will not subcontract with or award subgrants to any person or company who is debarred or suspended from receiving Federal funds. It is required to check for excluded parties at the System for Award Management (SAM) website, <http://www.sam.gov/>, before any procurement transaction paid with Federal funds. If there is a potential match please visit the following section of OFAC's website for guidance: <http://www.treasury.gov/resource-center/faqs/Sanctions/Pages/directions.aspx>. For all other prohibitions and restrictions, see the agency note in the Additional Comments field to ascertain the extent or limit on the sanction, restriction or partial denial. If there is no note, contact the agency taking the action for this information.*

The following "due diligence" steps were taken to determine a valid OFAC match

1. If a match is found, there may be instances where an Individual or Firm has the same or similar name as your search request but is actually a different party. Therefore, it is important that you verify a potential match with the debarring agency identified in the record information.
2. Acknowledge having read the following information before performing a search by Data Universal Numbering System (Dun & Bradstreet) (DUNS) or Commercial and Government Entity (CAGE) Code. SAM does not have DUNS or CAGE Code identifiers for all Firms listed in SAM. Therefore, a search by one of these fields may not be sufficient to find a match. An additional Name search should be performed if a match is not found when searching by one of these fields
3. Searching only on a particular classification code (e.g. Firm), you are potentially excluding results classified with a different code.

- The vendor/contractor is **not** suspended or debarred – attach screen shot as confirmation
- A vendor/contractor match was not found – attach screen shot as confirmation
- The vendor/contractor is suspended or debarred – ineligible to receive Federal monies
- Not Applicable – ESC Staff

REQUISITION # \_\_\_\_\_

**QUOTES FOR PURCHASES:** *for Goods/Services contracts from \$3,500.01-\$49,999.99, departments must obtain adequate number of quotes (written or verbal from potential vendor) unless utilizing a purchasing cooperative, existing bid/RFP or sole source vendor. If lowest quote isn't used, please explain below:*

Not Applicable

List vendors and quotes here or attach a PO or PA requisition

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Other explanations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SOLE SOURCE:** *Must meet State and Federal requirements for noncompetitive proposals. See Sole Source Vendor Affidavit and attach, if applicable.*

Does not apply

**Federal Requirements** (check one or more):

- The item is available only from a single source and an equivalent cannot be substituted; this must be documented
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
- TEA (or other Federal awarding agency) expressly authorizes noncompetitive proposals in response to a written request from the ESC
- After solicitation of a number of sources, competition is determined inadequate

**State Requirements** (check one):

- Identification and confirmation that competition in providing the item or product to be purchased is precluded by the existence of a patent, copyright, secret process or monopoly
- A film, manuscript, or book
- A utility service, including electricity, gas, or water
- A captive replacement part or component for equipment

**FORMS CHECKLIST:**

**W-9 FORM:** *Completed, signed and attached electronically to the vendor's information in the iTTCS system.*

- Yes
- No – forward electronic copy to purchasing
- ESC Staff – not required

By signing below, individual attests that purchases are allowable, reasonable, necessary and allocable per criteria designated above. Failure to submit the completed compliance form prior to placing an order could cause the grantee to be identified as high risk and could result in additional sanctions.

\_\_\_\_\_  
Signature of Professional Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

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