



**NEIGHBORHOOD  
SERVICES  
DEPARTMENT**

**CDBG  
PUBLIC SERVICE  
PROCUREMENT TRAINING**

# TODAY'S OBJECTIVES

- **INTRODUCTIONS**
- **PROCUREMENT REQUIREMENTS**
- **PRICE AND COST OR SOLE SOURCE**
- **INELIGIBLE ACTIVITIES & EXPENSES**
- **INVENTORY REQUIREMENTS**
- **EXPENDITURES**
- **REVIEW THE CITY'S REQUIRED PROCUREMENT FORM**
- **DISCUSS REQUIRED SUPPORTING DOCUMENTATION**
- **QUESTIONS**




# PROCUREMENT REQUIREMENTS

- When using CDBG funding, agencies **must**:
  - ✓ Use a free and open competitive process to purchase materials, products, supplies and/or services
  - ✓ Conduct a Price and Cost or Sole Source analysis
  - ✓ Document the Price and Cost or Sole Source analysis information on the City's Procurement Form and submit to their Project Manager for review and approval **before** purchase



# INELIGIBLE ACTIVITIES & EXPENSES

- Services that do not serve city of Phoenix residents
  - Services that do not serve low- and moderate- income persons
  - Political Activities
  - Income Payments
  - Stipends
  - Marketing/ Fundraising
  - Food for events/ Board Meetings
  - Gifts/ Awards
  - Programs/ Services that Promote Religion
  - Payment of Debt or Pre-Program Expenses
  - Entertainment, Furnishings and Personal Property Purchases
  - Gasoline
- 

# PRICE AND COST ANALYSIS OR SOLE SOURCE

- **Price Analysis** = must be made in connection with every procurement action
  - ✓ Involves comparing the bottom-line quoted by the offeror for the same or similar materials or services
- **Cost Analysis** = analysis of individual elements of cost (as requested by the solicitation)
- **Sole Source** = process that is **rare** and acceptable only after solicitation of a number of sources is determined inadequate
  - ✓ Extensive documentation and justification is required to reflect actions taken
  - ✓ The item is unique and available only from a single source
  - ✓ There is a public urgency/ emergency that exists that will not permit a delay resulting from a competitive solicitation

# INVENTORY REQUIREMENTS

- Any equipment purchased with CDBG funds must be tagged and inventoried
- A copy of the inventory log and photographs of each tagged item must be submitted with the reimbursement request
- The City may or may not permit an agency to retain possession of equipment purchased after the contract period.
  - ✓ Please contact your Project Manager for guidance/ information



# EXPENDITURES

- **Dollar Limit: Under \$500**

- ✓ For non-inventoried small quantity, basic purchases such as pencils, pens, stationary, staples and file folders, the procurement requirements do not apply

- **Dollar Limit: \$500 - \$1,000 (Small Purchases)**

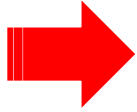
- ✓ For purchases such as bulk supplies, office equipment, laptops, tablets, desks and office chairs
- ✓ 3 quotes are Required
- ✓ A completed, Project Manager reviewed and approved Procurement Form will be required **before** purchase
- ✓ Online and/or phone price quotes are ok

- **Dollar Limit: Over \$1,000 (Larger Purchases)**

- ✓ For purchases such as bulk supplies, professional/ consultants, office equipment, laptops, tablets, desks and office chairs
- ✓ 3 quotes are required
- ✓ A completed, Project Manager reviewed and approved Procurement Form will be required **before** purchase
- ✓ **Written** price quotes are required

# REQUIRED PROCUREMENT FORM

**3 Quote Minimum  
Required**



## Procurement Form

(Note: must obtain a minimum of 3 quotes)

Organization Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Contract # \_\_\_\_\_

Indicate type of procurement: e.g. \_\_\_\_\_

materials, product, supplies or service

Specify/Describe Purchase: \_\_\_\_\_

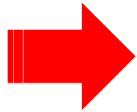
Small Purchase (\$500-\$1,000) - telephone or online quotes are acceptable

Large Purchase (over \$1,000) - requires written quotes

\*

	Vendor Name	Address	Contact Name	Phone Number	Telephone/Online or Written Quote*	Unit Cost	Total Cost	Selected Yes/No
1								
2								
3								
4								
5								
6								

**Project Manager  
Signature  
Required**



Organization Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\* Note: written quotes must be submitted with Procurement Form



# REQUIRED SUPPORTING DOCUMENTATION

- A reviewed **and** approved Procurement Form
  - ✓ Make sure the form is completed in its entirety
  - ✓ Reviewed **and** approved by your Project Manager before making purchases
- A copy of:
  - ✓ All online and/or written vendor quotes for goods and/or services
  - ✓ A copy of vendor invoice(s)
  - ✓ A copy of vendor receipt(s)
  - ✓ A copy of proof of purchase/ payment (i.e. a cleared check, credit card confirmation of payment)

# QUESTIONS?



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