

Safe Routes to School Procurement/Purchasing

Example

This section is completed by the subrecipient (agency completing the procurement) Grantee is the agency who has an agreement with MnDOT.

Project Grantee Information:

Grantee/Sub-Grantee Name: _____
 Grantee/Sub-Grantee Address: _____
 Grantee/Sub-Grantee Project Contact Name: _____
 Title: _____
 Phone: _____ email: _____

Name and description of the purchase

Procurement Name and Description: i.e.: Purchase of 20 Bicycles and associated equipment
Purchase of 5 Tandem Bicycles, 5 kids geared mountain bikes with 20" wheels, and 10 kids geared mountain bikes with 24" wheels for the SRTS Boost Program

STEP 1: Independent Cost Estimate (ICE)

When procuring materials and/or supplies – project the total cost of these for the entire term of the grant agreement. i.e. if the plan is to purchase 15 bikes over a 12-month period, the procurement is completed for all 15 bikes regardless of when they are actually purchased.

For Micro Purchases – two or more quotes may be used to complete the ICE portion.

For Small Purchases or a Formal purchase: An ICE is not completed using quotes; it is completed using two or more estimates from an independent source, other than from this project. Obtaining invoices from previous similar projects or from projects from other agencies, or using websites, catalogs or similar product pricing, is required.

When purchasing good or services -- bikes, equipment, tangible products, or for repair type services. This box is checked.

Project Detail:

Procurement Type:	Date ICE Completed: 4/15/2021 (actual date ICE completed)	Date of Project Completion: 6/30/2021 (either grant agreement end date or earlier)
<input checked="" type="checkbox"/> Materials & Supplies	Procurement Threshold:	Project funding Source:
<input type="checkbox"/> Third Party Services	<input type="checkbox"/> Micro Purchase <\$10,000 (complete Step 1 & 2)	<input checked="" type="checkbox"/> State Funding
<input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Small Purchase – Non-Formal \$10,000 - \$250,000 (complete Step 1 & 2a-5)	<input type="checkbox"/> Federal Funding
	<input type="checkbox"/> Request For Proposals (RFP) - Competitive Formal >\$250,000 (complete Step 1, 2a-5 and follow formal solicitation process)	<input type="checkbox"/> Other: _____
	Contract Type:	MnDOT Grant #: <u>Grant # found on MnDOT Agreement</u>
	<input checked="" type="checkbox"/> Fixed Price Contract	Grant Period: <u>Term on Grant Agreement</u>
		Project Contact Signature:

Exhibit 1 of your grant agreement dictates the source of funding, grant agreement number and grant period.

Person completing the procurement signs prior to submitting for review.

When soliciting for an agency/vendor to provide operations or educational services, or similar that engages an individual (representing an agency/vendor) to provide some type of employee services, this box is checked.

Procurement Costs: (Report Units OR Budget Amount)

# of Units: <u>5 @ \$1,000 ea/ 5 @ \$300 ea/ 10 @ \$500 ea</u>	Estimated Budget: (lump sum method)
Cost per Unit: _____	\$
Total Cost: <u>\$ 11,500</u>	

This section is completed when you are purchasing goods or services in units.

This section is completed when you are purchasing goods or services as a lump sum.

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When completing an ICE you must provide "estimates" to the cost of the total project. Estimates (2 or more) can come from previous purchases, website, catalog, etc. You must have a copy of your estimate sources, ie. print off website or catalog page with product. Check off the appropriate box that describes how you obtained your estimate sources.

Estimate has been developed as follows (check all that apply):

- Published catalog or price list (attach pertinent catalog or price list pages – copy page and attach).
- Recent prices for the same or similar item/service (identify contracts, purchase orders, sources, and any pertinent documents (i.e.: dates of awards, etc.). _____
- Other (specify) _____
- If appropriate, the estimates/prices herein have been made current by adjusting for inflation using the following Producer or Consumer Price Index: _____

Cost Estimate Details. Details for the estimated price/cost identified.

- Attached supporting documentation. ←

The "estimate" document sources are to be attached to this ICE and submitted for review and approval.

STEP 2: Micro Purchase:

I hereby determine the price to be fair and reasonable based on at least one of the following:

Check one or more, as they apply

- Found reasonable on recent purchase.
- Obtained from current price list.
- Obtained from current catalog.
- Commercial market sales price from advertisements.
- Similar in related industry.
- Regulated rate (utility).
- Other:

Comments: _____

- Copy of purchase order, quotes, catalog page, price list, etc. is attached.
- Invoice is stamped or written with the following statement:
THIS IS A COMMERCIAL ITEM SOLD IN SUBSTANTIAL
QUANTITIES TO THE GENERAL PUBLIC.

END OF DOCUMENTATION IF PROCUREMENT IS A MICRO PURCHASE

RFPs and IFBs are completed for projects in excess of \$250,000 OR if it is determined that the project meets the need for a formal solicitation due to the type of procurement -- ie. construction, third party agreement

The RFQ Notice and Quote Form documents are submitted, along with the ICE for review and approval.

Once you have received your Notice to Proceed to Solicitation, the following are to be addressed, as appropriate. 1. When soliciting for a potential vendor, you will need to solicit 2 or more known vendors, 2. For quotes, allow for responses to come to within 5 to 7 days. The solicitation must provide a specific date that quotes are due by.

Submit for review: preferred vendors quote, review listing all vendor quotes and evaluation to determine preferred vendor and draft agreement. A Notice to Proceed to Contract will be provided after the review. A copy of the signed contract/agreement is to be submitted to MnDOT.

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STEP 2a: Solicitation Documents

- Attached is the Request For Quotes (RFQ) Notice and Quote Form
- Attached is the Request For Proposals (RFP) OR Invitation For Bids (IFB) formal solicitation documents
- Documents submitted to MnDOT OTAT for review prior to solicitation.



STOP! Do not proceed to remaining steps until the SRTS project manager has reviewed your ICE and RFQ form and given authorization to proceed.

- For projects funding in whole or in part with federal funds, solicitation documents include federal clauses and certifications and DBE participation provisions.

STEP 3: Release of Solicitation Documents (RFQ, RFP, etc.)

- ✓ Must solicit 2 or more known vendors – solicitation for non-formal can be via email
- ✓ Allow for 5-7 days for submittal of quotes.
- ✓ Formal solicitations allow for at least 21 days to known vendors, of at least 2 or more, via website, mail, email notice, newsprint, and/or other outreach efforts
- ✓ For projects funded in whole or in part with federal funds, Office of Civil Rights DBE goal setting must be completed prior to solicitation. Allow 5-15 days for goal setting process to be completed.

- Determination of preferred vendor(s) – Evaluation completed

STEP 4: Agreement/Contract (i.e. Purchase Order, Invoice, or similar, signed and dated by both parties)

- Documents submitted to MnDOT OTAT for review prior to entering into an agreement for all procurements > \$10,000



STOP! Do not sign an agreement until the SRTS project manager has reviewed and given notice to proceed.

- For projects funding in whole or in part with federal funds, contract documents include federal clauses and certifications and DBE participation provisions.

STEP 5: Agreement/Contract Payments to Vendors and Reporting to MnDOT OTAT

- ✓ Tracking of payments to vendors
- ✓ Submittal of Support Document with Invoices to MnDOT OTAT

Complete the RFQ Sample Notice to meet what your project is requesting of potential vendors. Make sure the RFQ Notice provides for the term of an Agreement, specifics on what you are looking for (no brand names though), quantity of items and expectations for responses and for work to be completed. Quote form is optionable – if you have an alternative format for the potential vendor to submit a quote, you can use that instead.

For all projects over \$5,000, that have any federal funds associated with the project -- DBE goal setting and federal clauses are required. You will need to allow for 5-15 days for DBE goal setting process.

Once all quotes are received, grantee will determine the preferred vendor by evaluating best value (product, customer service and pricing). Check this box when evaluation process completed.

For reimbursement for expenses involved with this solicitation, grantee is to provide appropriate supporting documents (paid invoice, etc) with reports due to MnDOT.