


- Bureau of Motor Vehicles
- **Emergency Management Agency**
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



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POLICY STATEMENT 2015 (2)

To: Ohio EMA Preparedness Grants Sub-recipients

From: Sima Merick, Interim Executive Director 

Date: January 16, 2015

Subject: Policy Statement Regarding Procurement

Policy Statement

Sub-recipients are advised to follow the most restrictive procurement policy, thus the sub-recipient must use their own procurement procedures which reflects applicable State and local laws and regulations provided it conforms to applicable Federal law and the standards set forth in 2 CFR Part 200 and 44 CFR Part 13.36.

Sub-recipients are required to submit documentation for all procurement transactions in which reimbursement is being requested (*with the exception of micro-purchase procurements under \$3,000 (or \$2,000 for construction) for awards after December 26, 2014*).

One of the following is required to be provided to Ohio EMA with any request for reimbursement:

- Three quotes for procurements utilizing small purchase procedures (i.e. under \$100,000 for awards prior to December 26, 2014 and \$150,000 for awards after); or
- Competitive Bid package to include documentation of formal advertising, published scope of work or specifications, documentation that bids were publically opened (i.e. copy of minutes), bids from two or more responsible bidders, bid tabulation sheet along with reasoning for selection, and copy of executed firm fixed price contract; or
- If competitive proposal is appropriate over sealed bid, then documentation of reasons for use of competitive proposal, documentation for formal advertising, scope of work or specifications, evaluation factors and their relative importance provided along with written method for

Mission Statement

"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."

- conducting technical evaluations of the proposals, proposals received, evaluations of all proposals received and analysis of proposal awarded, and copy of executed contract or
- d. Pre-approved Sole Source procurement on the prescribed Sole Source Justification form as provided by Ohio EMA (see below).

Sole Source Procurement:

If at all possible, sole source procurement should be avoided. However, if a need arises then approval from Ohio EMA must be obtained prior to incurring costs. The sub-recipient must complete a Sole Source Justification form on the form provided by Ohio EMA and provide documentation to support the need or justification for sole source along with a cost analysis indicating cost reasonableness for the request must be submitted. Approval of this form will only occur by Ohio EMA if proper documentation is provided and one of the following circumstances exists:

- a. The item is available only from a single source;
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (this requirement should be an extraordinary circumstance and should be extremely rare); or
- c. After solicitation of a number of sources, competitive is determined inadequate.

Effective Date

This policy is officially effective as of January 1, 2015 and applies to all open preparedness grant programs.