


Category:	Housing	INCA Community Services ESG Program Standards 
Sub Category:	Emergency Shelter Grant	
Effective Date:	07/19	
Revised Date:		
Forms:		
Responsible: ESG Manager, Senior Bookkeeper		
ESG Small Purchase Procurement and Inventory		
Policy		
Small Purchase INCA shall use the following small purchase requirements when purchasing equipment, materials and supplies for the ESG program costing less than \$10,000.00 in the aggregate for the ESG program which is more stringent than the INCA's small purchase requirements.		
Inventory INCA shall maintain a system for tracking property and other assets purchased with ESG funds, and have procedures for ensuring that such property and assets are secure and used for authorized purposes only.		
Small Purchase Procedure		
<ul style="list-style-type: none"> Obtain price/rate quotes from known vendors. All quotes must be documented with name, amount of bid and "specification". <ul style="list-style-type: none"> Purchase under \$1,000 – Informal price comparison Purchases \$1,001 - \$2,500 – Three telephone bids Purchases \$2,501 - \$9,999 – Three or more written price quotations Advertised Bid Procedures (for purchases over Ten thousand \$10,000): INCA, at a minimum, will solicit for bids in the newspaper of major circulation for the area. The publication should adequately describe what the bid request is for, when and where the sealed bids will be opened and how to obtain additional information or a bid packet. In addition, contractors may wish to notify known vendors directly to ensure an adequate response. 		
Sole-Source Purchases		
<ul style="list-style-type: none"> If only one responsive quote/bid is obtained, INCA should consider procuring again in a manner that reaches more vendors. Otherwise, INCA will request approval from ODOC to select the single quote/bid. <ul style="list-style-type: none"> The request letter should contain a detailed explanation of the situation, and describe the attempts made to receive an adequate response. 		

<ul style="list-style-type: none"> • All other deviations from this Requirement must be approved by ODOC in a similar manner.
Public Improvements
<ul style="list-style-type: none"> • Rehabilitation or renovation made to any real property owned by a public agency (unit of local government) must comply with 61 O.S. 101-153, the “Public Competitive Bidding Act of 1974”.
Documentation
<ul style="list-style-type: none"> • INCA will thoroughly document and justify their reasons for selecting the vendor, especially in the event the lowest quote/bid is not selected.
Inventory (ESG Implementation Manual Requirement 705, Par II(D))
<p>Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with the grant funds will, as a minimum, meet the following requirements:</p> <ul style="list-style-type: none"> ○ Property records must be maintained that include a description of all property valued over \$500 and all computer equipment, a serial number or other identification number, the source of property, acquisition date and cost of the property. ○ A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years. ○ A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. ○ Adequate maintenance procedures must be developed to keep the property in good condition. ○ INCA must be authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.
References
<p>ESG Implementation Manual Requirement 706, Part II(B), Small Purchase Procedure ESG Implementation Manual Requirement 705, Part II(D) Property Controls (2 CFR 200.312 and 2 CFR 200.313)</p>
Dissemination of Policy
<p>The policy will be made available to all employees through the agency’s website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.</p>