

Attachment B

Procurement Analysis Form

The Procurement Analysis Form is to be used for all procurement done by the TDHE/Tribe. The purpose of this form is to document the basis for the selection of a particular vendor, and to document the reason(s) for the use of non-competitive procurement. This form needs to be completed as part of the request for payment for every individual purchase. A copy of this form should be attached to every invoice to be paid, and then filed with the payment.

Item: enter a description of the item(s) being purchased, for example “5 exterior doors” or “consultant services”.

Vendor: enter the name of the vendor.

Basis of Selection: check the appropriate box, either (1) Lowest price; or (2) Competitive proposals; or (3) Non-competitive purchase; or (4) State or federal contract purchase.

Lowest Price: enter the number of price quotes in the space provided. If less than two quotes received, this is a Non-competitive purchase, and you must check number 3 and complete the additional information. Check “price quotes attached” if this purchase is based on Lowest Price, but is not included in the annual procurement, or check “price quotes on file” if this purchase is based on Lowest Price and is part of the annual procurement.

Competitive Proposals: Check this box if the purchase is the result of a Request for Proposals. Attach a copy of the Contract with the invoice.

Non-Competitive Purchase: Check this box if there is only one quote submitted for the procurement (sole-source procurement). One of the four boxes must be checked to justify why only one quote was obtained. There can be no other justification for obtaining only one quote. In addition, the reasonableness of the price being paid must be documented by checking one of the following boxes and attaching the related documentation.

Cost breakdown: the vendor must supply a breakdown of his cost and estimated profit related to the purchase.

Commercial pricing and sales information: provide a copy of a catalog page, an advertisement, or some other documentation that demonstrates the price being charged is the same or less than the price being charged to the general public.

Law or regulation: provide a copy of a public document that prescribes a certain price be charged through the action of a public body.

State or federal contract purchasing: Check this box if the purchase is through the State or federal procurement process, such as for the purchase of vehicles. Attach a copy of the appropriate contract or purchase order the vendor has with the State or federal government.

Micro Purchasing: Check the appropriate box if the procurement is less than \$5,000 (for IHBG Program), \$3,000 (for all other Federal Programs), or the TDHE/Tribe threshold, whichever is less. Procurements cannot be separated to meet this threshold.

Procurement Analysis

Item: _____

Vendor: _____

Basis of Selection:

- 1. **Lowest price** from among _____ price quotes.
 - Price quotes attached.
 - Price quotes on file.
- 2. **Competitive Proposals.** Copy of Contract attached.
- 3. **Non-Competitive Purchase** due to at least one of the following reasons:
 - The item is available only from a single source, based on a good faith review of available sources.
 - An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any other procurement methods and the emergency procurement shall be limited to those supplies, services or construction necessary to meet the emergency.
 - HUD has authorized the use of non-competitive proposals (attach written approval).
 - After solicitation of a number of sources, competition is determined inadequate.

To document the price-reasonableness of a non-competitive purchase, one or more of the following has been attached:

- A cost breakdown showing projected costs and profit.
 - Commercial pricing and sales information sufficient to enable the Housing Department to verify the reasonableness of the proposed price as a catalog or market price of a commercial product sold in substantial quantities to the general public.
 - Documentation showing that law or regulation sets the offered price.
- 4. **State or federal contract purchasing.** Copy of contract attached.
 - 5. **Micro Purchase.**
 - IHBG Program:** Procurement is less than \$5,000, or lesser amount as determined by the TDHE/Tribe. No solicitation required and cost has been determined to be reasonable.
 - All other Federal Programs:** Procurement is less than \$3,000 or lesser amount as determined by the TDHE/Tribe. No solicitation required and cost has been determined to be reasonable.

Housing Director

Date