

Equipment Review and Approval

Prior to obligating or expending grant funds for equipment purchases in excess of \$15,000, grantee shall submit the following documentation to the Automobile Burglary and Theft Prevention Authority for review and approval.

- (a) Documents must be transmitted by a letter signed by the Authorized Official named in the grant or by the person designated in the "Grantee Acceptance Notice" to initiate grant adjustments.
- (b) A brief narrative description of the procurement procedures used.
- (c) An unequivocal statement of which low compliant bid was selected.
- (d) A list of vendors requested to bid or respond.
- (e) A copy of the public advertisement.
- (f) A copy of the Request for Proposal (RFP) or the Invitation for Bid (IFB) with bid specifications.
- (g) One copy of each response.
- (h) Bid tabulation sheet.
- (i) When a grantee does not accept the apparent low bid, a description of the selection process used to select the successful bidder, with a copy of the evaluation of all proposals. The transmittal letter must state the reasons why a bid is rejected when a higher bid is selected.
- (j) A copy of the sales/purchase contract, if applicable.

A grantee must, at a minimum, comply with their own procurement procedures and applicable law governing purchasing.

Requests for proposal or invitations for bid issued by the grantee or a subgrantee to implement the grant or subgrant project are to provide notice to prospective bidders that the ABTPA organizational conflict of interest provision is applicable in that contractors who develop or draft specifications, requirements, statements of work and/or RFPs for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement.

State agencies using the purchasing services of the State Purchasing and General Services Commission are not exempted from submitting bidding documentation to the ABTPA for review and approval prior to purchasing equipment. This requirement is especially important when only one eligible bid is received.