
**Displaced Homemaker Program
State Compliance Policies**

Section: DH002

Procurement Standards

August 2007

I. Authority

- A. All procurement actions by Grantees that are State agencies shall be governed by Nevada Revised Statutes (NRS), Title 27, Chapter 333. Procurement actions by other Grantees shall be governed by NRS, Title 27, Chapter 332.

II. Requirements

- A. Procurement Systems/Procedures: Grantees may use their own procurement systems and procedures which reflect applicable State and local laws, rules, and regulations to the extent that systems and procedures do not conflict with Nevada Revised Statutes or the following policy:
1. Written Procedures: Grantee shall have written procedures for procurement transactions to ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured; identify all requirements which the offer must fulfill; and state all other factors to be used in evaluating bids or proposals. The procedures shall:
 - a) Identify who (defined by position) is authorized to issue solicitations, and who is the authorized signatory for what types of goods and services and in what dollar amounts;
 - b) Identify and describe alternative forms of procurement inclusive to specific circumstances under which a noncompetitive procurement method may be used, and a description of the elements and procedures that will comprise a competitive procurement inclusive to requiring a minimum of three (3) bids;
 - c) Include methods for recording receipt of bids, dealing with late or non-responsive bids; and
 - d) Ensure all written procedures and policies for procurement activities must be made available to the public.
- B. Any noncompetitive procurement (sole source) acquisitions over \$5,000 shall require prior approval of the Department of Employment, Training and Rehabilitation, Employment Security Division, Workforce Investment Support Services (DETR/ESD/WISS). Prior approval will be deemed to be granted when appropriate documentation is received from Grantee and the procurement is included in Grantee's scope of work and approved by DETR/ESD/WISS:

1. Noncompetitive procurement (sole source) may only be used when the award of a contract is infeasible for small purchases, sealed bid, or competitive proposals and one of the following circumstances applies:
 - a. The item or service is available only from a single source;
 - b. The public exigency or emergency need for the item or service does not permit a delay resulting from competitive solicitation;
 - c. The State agency authorizes a noncompetitive proposal;
 - d. After solicitation from a number of sources, competition is determined to be inadequate.
 2. File documentation must include a description of the specific circumstances supporting the sole source procurement.
- C. Each grantee shall avoid conflicts of interest, real or apparent, by observing the following requirements.
1. Grantees shall maintain a written code or written standards of conduct which will govern the performance of its officers, employees, or agents in contracting with or procuring supplies, equipment, construction, or services with Displaced Homemaker funds. These standards shall provide that no officer, employee, or agent shall:
 - a. Solicit or accept gratuities, favors, or items of monetary value from suppliers or potential suppliers, including subcontractors under grantee contracts affecting program activities. Exceptions would be items of nominal value, such as advertising samples, normal lunches, etc.; or
 - b. Participate in the selection, award, or administration of a procurement supported by Displaced Homemaker funds where, to the individual's knowledge, any of the following has a financial interest in any organization which may be considered for award:
 - (1) The officer, employee, or agent;
 - (2) Any member of his or her immediate family;
 - (3) His or her partner; or
 - (4) A person or organization who employs or is about to employ any of the above.
- D. Except as otherwise provided in this policy, it is unlawful for any Displaced Homemaker official to have an interest in any contract made by him or her, or be the purchaser or have an interest in any purchase or sale made in the discharge of his or her official duties.