

# HAMILTON COUNTY DISTRICT SCHOOL BOARD

## FEDERAL PURCHASES PRE-PROCUREMENT REVIEW FORM

**Objective:** Pre-procurement review is a requirement of the Uniform Grant Guidance, 2 CFR Part 200.324. This form is designed for Federal grant administrators to complete and attach to purchase requisitions and is a requirement for all Federal purchases totaling \$3,000 or greater.

Federal Program:	Date:	
Description of Intended Goods or Services:		
Vendor:	Contract No.:	Amount:

### Assurances:

1. **ALLOWABILITY OF COSTS:** Proposed expenditures are allowable with respect to the scope, goals, and objectives of the Federal program identified above.
2. **CONFLICT OF INTEREST:** No employee, officer, or agent, any member of his or her family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from any party related to this contract or acquisitions. In addition, no employee, officer, or agent of the District has solicited or accepted gratuities, favors, or anything of monetary value from any party related to this contract or acquisition.
3. **PURCHASE THRESHOLD PROCEDURES:** Select the applicable threshold:

<input type="checkbox"/> Micro-Purchase (<\$3K)	<input type="checkbox"/> Small Purchase (≥\$3K, <\$150K)	<input type="checkbox"/> Simplified Acquisition (≥\$150K)
Procedures below are N/A.	Follow the guidelines in the District's UGG Procedures Manual.	

The proper procedures were followed based on the purchasing threshold above and the District's UGG Procedures Manual for the following:

<u>Professional Services Contract</u> <input type="checkbox"/> Yes (See attached) <input type="checkbox"/> N/A	<u>Proper Type and Amount of Quotes Obtained</u> <input type="checkbox"/> Yes (See attached) <input type="checkbox"/> N/A
<u>SAM Verification of Exclusion (\$25,000 or greater)</u> <input type="checkbox"/> Yes (See attached) <input type="checkbox"/> N/A	<u>Cost Analysis (Simplified Acq. Purchases Only)</u> <input type="checkbox"/> Yes (See attached) <input type="checkbox"/> N/A
<u>To verify:</u> Go to <a href="http://sam.gov">sam.gov</a> and select 'search records'.	<u>Consideration of Small and Minority Businesses</u> <input type="checkbox"/> Yes <input type="checkbox"/> N/A

4. **COMPETITIVE REQUIREMENTS:** For goods or services exceeding \$35,000 not acquired through competitive solicitation, provide the justification for why the procurement approach used best serves the District from an economic and efficiency standpoint (refer to the Admin Purchasing Manual.).

<input type="checkbox"/> N/A <input type="checkbox"/> Justification:
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### Attestations:

\_\_\_\_\_  
GRANT ADMINISTRATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DIRECTOR OF BUSINESS SERVICES (\$35K or greater)

\_\_\_\_\_  
DATE