



Schedule N – Noncompetitive Procurements

Subgrantee Name:	FIPS #:
Grant Award Number:	Program Name:
Period Reviewed:	Reimbursement Amount: \$

This questionnaire is being sent to your organization as a subrecipient of federal funds awarded through the California Office of Emergency Services (Cal OES).

Please complete the following questionnaire regarding your organization’s expenditures under the above-referenced grant as it relates to the reimbursement amount claimed during the period noted above, and return it to the following address ***no later than*** _____:

Cal OES
Grants Monitoring
3650 Schriever Avenue
Mather, CA 95655
GMD@caloes.ca.gov

If you passed-through a portion of these grant funds under a subaward or Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA), please duplicate this questionnaire and forward to subrecipient(s). Record subrecipient names and amount of payments made to them during the above period in the space provided below. Subrecipient responses are due to the above address ***no later than*** _____.

Subrecipient Name:
Amount of subject reimbursement passed-through to Subrecipient:

For the purpose of this questionnaire, *Noncompetitive (Sole-Source) Procurement* includes any purchase where only one bid/ proposal was solicited or, after requesting bids/proposals from several potential vendors, only one bid was received.

1. Did your organization execute any non-competitive (sole-source) procurements or contracts during the period noted above?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Were any payments made under the referenced reimbursement related to a sole-source procurement/contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If Yes to question 1 or 2 above, continue to question #3.</p> <p>If No, to questions 1 and 2 above, skip to Certification Statement on page 3. Please sign and return this schedule to the address shown above.</p>	

3. Please indicate the number of sole-source procurements/contracts **executed** during the referenced period:

_____ Vendor Purchase Orders

_____ Contracts for Good/Services

4. Please indicate the total dollar amount of the contracts/procurements listed in #3 above:

Vendor Purchase Orders

Contracts for Goods/Services

#1 \$ _____

#1 \$ _____

#2 \$ _____

#2 \$ _____

#3 \$ _____

#3 \$ _____

#4 \$ _____

#4 \$ _____

Please attach additional sheet if more than 4 contracts/procurements.

5. For those procurements/contracts listed in #4 above that were **for an amount greater than \$100,000**, was Cal OES approval obtained?

N/A, no procurements/contracts exceeded the \$100,000 threshold.

Yes, Cal OES approval was received prior to the purchase. (Circle all that apply):

Vendor Purchase Order #1 #2 #3 #4 Contracts for Goods/Services #1 #2 #3 #4

Yes, Cal OES approval was received after the purchase. (Circle all that apply):

Vendor Purchase Order #1 #2 #3 #4 Contracts for Goods/Services #1 #2 #3 #4

No, sole-source procurement received authorization as required in my local procurement guidelines. (Circle all that apply):

Vendor Purchase Order #1 #2 #3 #4 Contracts for Goods/Services #1 #2 #3 #4

No, a sole-source procurement authorization was not required under my local procurement guidelines. (Circle all that apply):

Vendor Purchase Order #1 #2 #3 #4 Contracts for Goods/Services #1 #2 #3 #4

No, for another reason (please explain) _____

6. Please indicate the reason(s) you entered into a sole-source procurement during the referenced period. (check all that apply)

Item/service available from only one source. (Circle all that apply):

Vendor Purchase Order #1 #2 #3 #4 Contracts for Goods/Services #1 #2 #3 #4

Inadequate number of quotes obtained after solicitation. (Circle all that apply):

Vendor Purchase Order #1 #2 #3 #4 Contracts for Goods/Services #1 #2 #3 #4

Other (if applicable to more than one purchase/contract, please attach additional information sheet)

Vendor Purchase Order #1 #2 #3 #4 Contracts for Goods/Services #1 #2 #3 #4

7. If you entered into a sole-source procurement/contract, **please submit a copy of the following documents** for each sole-source procurement, *as applicable*, along with this completed questionnaire.

- RFA/RFP
- RFA/RFP evaluation
- Cost/price analysis
- Itemized listing of all quotes received
- Copy of contract
- Copy of invoice for expenditures claimed under subject reimbursement
- Evidence of vendor/contractor suspension and debarment verification (as applicable)
- Proof of payment to vendor/contractor (cancelled check)
- Section of local procurement guidelines setting forth procurement thresholds/requirements
- Evidence of local entity approval as stipulated in procurement guidelines
- Evidence of pass-through entity approval (if applicable)
- Evidence of Cal OES approval

Certification Statement

This is to certify that, to the best of our knowledge and belief, the data furnished on this form is accurate, complete and current. We further understand that any fraudulent information contained on this form may have an effect on future Cal OES funding for this organization.

Prepared by (<i>Signature</i>):	Date Signed:
Print Name, Title:	Telephone #:
Authorized Certifying Official (<i>Signature</i>):	Date Signed:
Print Name, Title:	Telephone #:
Address:	