

## Missouri State Library LSTA Grants Procurement Requirements

**The attached Procurement Certification form** is to be used to document bid processes of expenditures for identical goods or services over \$10,000. (Example – 18 identical laptop computers @ \$1,800 each = \$32,400). However, if your library's procurement policy has a bid threshold of \$10,000 or less, you should also complete and submit this form to document your local bid process was followed.

***If computers, laptops, etc. are purchased through the State Contract, additional bids from other sources are not required. Simply state on the Procurement Certification form in section 2 that the contract was awarded on the basis of State Contract.***

If the institution has policies established regarding bidding for purchases, follow those policies in administering the grant funds. Grantees and subgrantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 CFR 200.320.

The Library Services and Technology Act (LSTA) is governed by the federal regulations in 2 CFR 200. All federal grants are required to be in compliance to Office of Management and Budget (OMB) cost principles listed in the appropriate Code of Federal Regulations. "If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources" (2 CFR 200.320.a.2.i), which in Missouri is generally a minimum of three.

Publicly listed price quotations may be gathered from such sources as Internet web pages or catalog advertisements; these may be counted as price and rate quotations. Keep all printouts and/or photocopies of quotations in the grant file at your library; send us only the Procurement Certification form.

Library Services and Technology Act Grant Program, administered by the Missouri State Library, a Division of the Office of the Secretary of State

**PROCUREMENT CERTIFICATION**

**Library:** \_\_\_\_\_ **Grant Number:** \_\_\_\_\_  
(Type or Print Library Name) (Type or Print Grant Number listed on Agreement)

**Project Title:** \_\_\_\_\_  
(Type or Print Project Title)

1. Sealed Bids were received: \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, these are the results:

- |                         |               |
|-------------------------|---------------|
| a. Vendor's name: _____ | Amount: _____ |
| b. Vendor's name: _____ | Amount: _____ |
| c. Vendor's name: _____ | Amount: _____ |
| d. Vendor's name: _____ | Amount: _____ |
| e. Vendor's name: _____ | Amount: _____ |

The Contract was awarded to: \_\_\_\_\_  
on the basis of: \_\_\_\_\_ low bid, or \_\_\_\_\_

\_\_\_\_\_  
(state reasons)

2. By direct queries via telephone, email, letter, or fax: \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, these are the results:

- |                         |               |
|-------------------------|---------------|
| a. Vendor's name: _____ | Amount: _____ |
| b. Vendor's name: _____ | Amount: _____ |
| c. Vendor's name: _____ | Amount: _____ |
| d. Vendor's name: _____ | Amount: _____ |
| e. Vendor's name: _____ | Amount: _____ |

The Contract was awarded to: \_\_\_\_\_  
on the basis of: \_\_\_\_\_ low bid, or \_\_\_\_\_

\_\_\_\_\_  
(state reasons)

3. The vendor and the product chosen were sole or single feasible source: \_\_\_\_\_ yes \_\_\_\_\_ no

This fact was ascertained by the following steps. (Describe how the conclusion was reached. If necessary, attach another sheet.)

I hereby certify by my signature that the above statements are true and factual to the best of my knowledge:

X \_\_\_\_\_  
Library Director's Signature Date