Procurements with Grant Funds 5.1.6

PURPOSE

It is the policy of the City of San Jose to seek grant funds from various agencies to enhance City operations. The majority of grantors stipulate that the grantee's procurement regulations shall be followed. However, some of the granting agencies establish rules for the procurement of goods and services. This policy establishes the responsibilities to ensure that the City follows applicable procurement rules and regulations as outlined by grantors.

POLICY

It is the policy of the City of San Jose to adhere to grantor's procurement regulations.

PROCEDURES FOR PROCUREMENTS WITH GRANT FUNDS

Prior to the Submission of Applications for Grant Funds

Requesting Department

1. Checks with Finance to ensure that there is sufficient time to procure goods and services with grant funds given the expected approval date for grant funds and the restrictions for spending grant funds.

After Receipt of Notification to Receive Grant Funds

Requesting Department

1. Determines the need for a procurement funded through grants.
2. Reviews the grant to identify any regulations pertaining to procurement of goods or services with the grant funds.
3. Communicates the grant funding source (Federal, State, other) and applicable procurement regulations on the purchase requisition and via email, if necessary.

Finance/ Purchasing

4. Reviews the received procurement regulations and incorporates them, if necessary, in the procurement process.
5. Reviews the federal list of debarred contractors (https://www.sam.gov/SAM/) prior to award of contract or any list as stipulated by grant regulations.
6. Documents the process and results in the procurement file and notifies the requesting department.

/s/ Scott P. Johnson	September 12, 2006
Director of Finance	Date

Approved:

/s/ Kay Winer	September 19, 2006
Chief Deputy City Manager	Date