



Procurement Guidance for Emergency Solutions Grants

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Thank you for participating

❖ Your presenters

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Why procure?

- ❖ Procurement: the process of obtaining goods or services
- ❖ 10 TAC §7.32(c):
 - ❖ Subrecipients may not Subgrant funds, but may Subcontract for the provision of services. Such Subcontracts are subject to applicable procurement requirements.
- ❖ Examples:
 - ❖ Case management for Program Participants
 - ❖ Food providers for Emergency Shelters
 - ❖ Legal services for Program Participants
 - ❖ Office supplies
 - ❖ Security services for Emergency Shelters

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Overview

- ❖ Today's presentation will address:
 - ❖ Regulations
 - ❖ Procurement Policy
 - ❖ Procurement methods
 - ❖ Micro Purchase
 - ❖ Small Purchase
 - ❖ Sealed Bid
 - ❖ Competitive Proposal
 - ❖ Sole Source (Non-competitive)
 - ❖ Debarment
 - ❖ Bid Protests
 - ❖ Conflict of Interest
 - ❖ Recordkeeping
 - ❖ Monitoring

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Regulations

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Procurement Regulations

- ❖ 24 CFR 576 Emergency Solutions Grants Program
 - ❖ 2 CFR 200 Administrative Requirements for Federal Awards
 - ❖ §§200.317-200.326 – Procurement standards
 - ❖ Applies to Units of General Local Governments (UGLGs) and nonprofits:
<http://www.ecfr.gov/cgi-bin/ECFR?page=browse>
- ❖ Texas Administrative Code (TAC): Title 10, Part 1 (TDHCA)
 - ❖ Chapter 1 – Administration,
 - ❖ Chapter 7 – Homelessness
 - ❖ Links to regulations are available at:
<http://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>

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Procurement Regulations (continued)

❖ Units of General Local Government (UGLGs) are also subject to state regulations, including, but not limited to:

❖ Texas Government Code:

<http://www.statutes.legis.state.tx.us/?link=GV>

❖ Title 7 – Intergovernmental Relations – Uniform Grant Management Standards (UGMS)

❖ Title 10 General Government

❖ Chapter 2253 Performance and Payment Bonds

❖ Chapter 2254 Professional Services Procurement Act

❖ Texas Local Government Code:

<http://www.statutes.legis.state.tx.us/?link=GV>

❖ Title 8 Acquisition, Sale, or Lease of Property

❖ Chapter 252 Municipalities

❖ Chapter 262 Counties

❖ Chapter 271 Purchasing and Contracting Authority

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Procurement Regulations (continued)

❖ Local regulations/self-imposed requirements

❖ Subrecipients may also be subject to more restrictive local regulations or ordinances and/or self-imposed requirements included in their Program Design or Procurement Policy, applicable to their individual communities or organizations

❖ Example: The city charter for City of Anywhere requires the use of competitive bidding for any purchases that exceed \$2,000. City of Anywhere would have to follow the bidding procedures required by state law AND as required by the more restrictive terms of its city charter. A city may not circumvent existing regulations by permitting a higher threshold than that required under state law.

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Procurement Policy

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Establish Your Procurement Policy

- ❖ Subrecipients must develop their own written Procurement Policies which
 - ❖ Cite and ensure compliance with applicable federal/state/local regulations including, but not limited to:
 - ❖ Equal Opportunity – non-discrimination
 - ❖ Minority- and Women-owned Business Enterprises (MWBES) and Historically Underutilized Businesses (HUBs)
 - ❖ HUD Section 3 (only if performing construction) – employment opportunities for low-income persons
 - ❖ Require appointment of a Procurement Officer
 - ❖ Ensure appropriate recordkeeping and records retention

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Establish Your Procurement Policy (continued)

- ❖ Subrecipients must develop their own written Procurement Policies which define:
 - ❖ Acceptable codes of conduct for persons engaged in procurement
 - ❖ Procurement methods and procedures to be used
 - ❖ Selection criteria to be used
 - ❖ Procedures for handling bid protests
 - ❖ Bonding requirements for your organization
 - ❖ Bid/proposal publication/posting requirements and inclusion/exclusion of electronic advertisement

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Establish Your Procurement Policy (continued)

- ❖ Subrecipients must develop their own written Procurement Policies which prohibit:
 - ❖ Requirements which restrict competition
 - ❖ Requiring unnecessary experience or bonding
 - ❖ Excessive general liability insurance – coverage should not exceed value of the contract
 - ❖ Specifying only “brand name” products instead of allowing “an equal”
 - ❖ Procurement of debarred providers
 - ❖ Personal and organizational conflicts of interest
 - ❖ Geographical preference
 - ❖ Cannot ask for Match

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Ensure Equal Opportunity

- ❖ 2 CFR §200.321 requires Subrecipients to ensure a good faith affirmative effort to utilize services of:
 - ❖ Minority- and Women-owned Business Enterprises (MWBEs) and Historically Underutilized Businesses (HUBs)
 - ❖ Small businesses at least 51% owned by specified socially and/or economically disadvantaged individuals
 - ❖ HUD Procurement Opportunity Programs
http://portal.hud.gov/hudportal/HUD?src=/program_offices/sdb/guide/pop
 - ❖ Texas Comptroller of Public Accounts Central Master Bidders List (CMBL)HUB Directory: <https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>

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Procurement Staff and Duties

- ❖ Identify staff needed to complete the required procurement processes
 - ❖ Director, Manager, Procurement Officer, Procurement Specialist, other
 - ❖ Assign duties – determine who will:
 - ❖ Oversee procurement
 - ❖ Conduct inspections and/or develop scopes of work
 - ❖ Create or obtain appropriate forms/documents
 - ❖ Solicit and compile quotes/bids/proposals
 - ❖ Evaluate, select, approve
 - ❖ Address potential conflict of interest concerns early
 - ❖ Persons with conflict of interest or apparent with a vendor/provider should not participate in selection

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Procurement Staff and Duties (continued)

- ❖ Identify staff needed to complete the required procurement processes
 - ❖ Maintain separation of duties
 - ❖ The person who orders should be different from the person who receives and different from the person who pays
 - ❖ Consider limiting dollar authorization amounts
 - ❖ Designate specific individuals who have authority to make contracts
 - ❖ An employee who touches the money, mail, or goods purchased should not touch the books
 - ❖ Ensure staff is competent and trained

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Ask Yourself

- ❖ What do I need?
- ❖ How much will I need in this contract year?
- ❖ Do I want to renew for additional years?
- ❖ What is the total estimated cost?
 - ❖ Including: services, maintenance, renewal fees, etc
- ❖ What type of procurement is needed?

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Establish Timeframes

- ❖ Consider the anticipated time required for steps in the process:
 - ❖ Develop description of goods, scope of work, Invitation for Bid, Request for Proposal, as applicable
 - ❖ Physically inspect property(ies), if applicable
 - ❖ Develop appropriate documentation
 - ❖ Cost Quotation form (Small Purchase)
 - ❖ Scope of Work (Request for Proposals)
 - ❖ Bid Packet documents (Sealed Bid)
 - ❖ Contracts

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Establish Timeframes (continued)

- ❖ Consider the anticipated time required for steps in the process:
 - ❖ Solicit quotes/bids/proposals
 - ❖ Publication periods
 - ❖ Evaluate quotes/bids/proposals received
 - ❖ Obtain formal approval and make the award
 - ❖ Allow time to handle unforeseen circumstances, delays, potential bidder protests

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Describe and Determine

- ❖ Develop clear and accurate written description of the goods/services to be purchased
 - ❖ Goods: Describe the product
 - ❖ Quality and quantity, including size, color, measurements, purpose, quality, warranty, technical requirements, etc.
 - ❖ Services: Develop the scope of work
 - ❖ Describe the service (e.g. building contractor, service provider, other)
 - ❖ Detailed description including responsibilities/tasks to be performed, quantity of products/services, required methods, codes/standards, plans/specifications, materials, quality, etc.

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Describe and Determine (continued)

- ❖ Determine and document the appropriate procurement method
 - ❖ Micro Purchase
 - ❖ Small Purchase
 - ❖ Competitive Proposal
 - ❖ Sealed Bid
 - ❖ Sole Source (Non-competitive)

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What is Aggregate?

- ❖ Total potential cost, including:
 - ❖ Additional option years and amendments
 - ❖ Start-up Training fees
 - ❖ Maintenance fees
- ❖ For purposes of determining whether a cost exceeds the simplified acquisition threshold or a micro-purchase threshold, “aggregate cost” means the following:
 - ❖ For single purchases or individual recurring purchases made without contract, aggregate cost means the cost of the individual purchase.
 - ❖ For contracts, aggregate cost means the total potential cost of the contract, including any option years and amendments.

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Considerations when awarding

- ❖ Is it the best choice?
 - When is lowest price the only criteria?
 - When may you select the responsive and most advantageous, based upon price, quality and other factors?
- ❖ Did my organization:
 - Document invoice and payment?
 - Get a signed contract?
 - Notify accepted and unaccepted bidders?
 - Document the entire process?

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Cost/Price Analysis

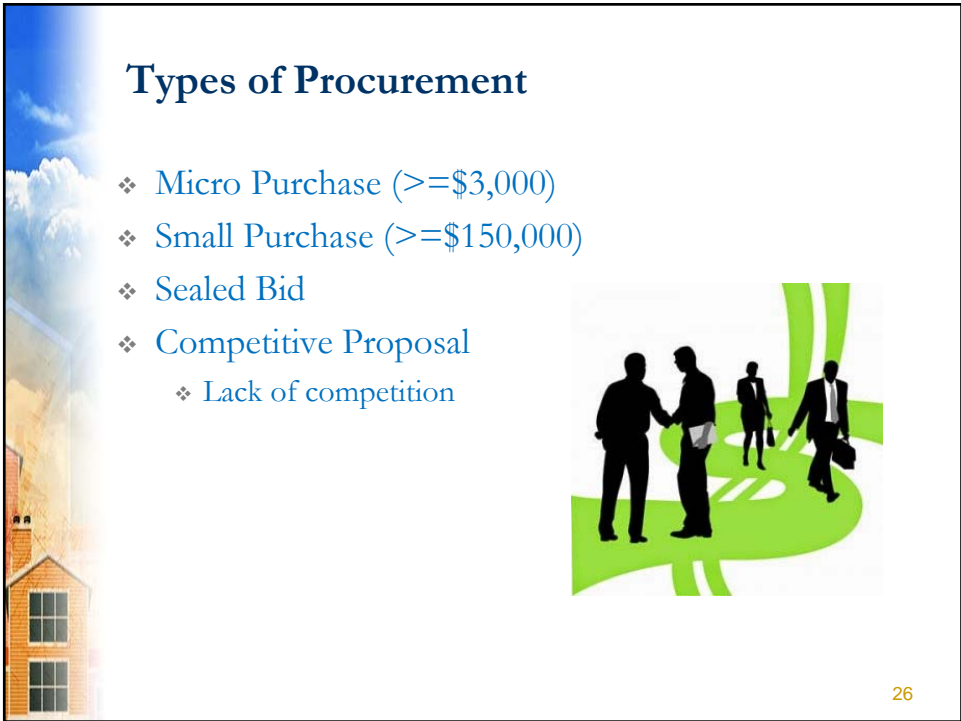
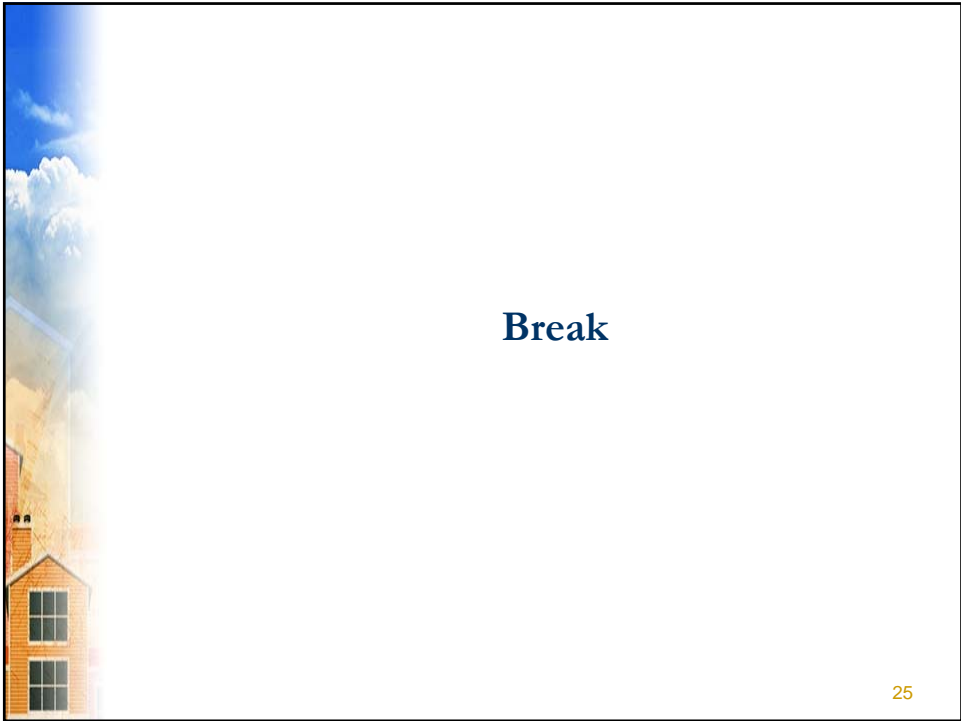
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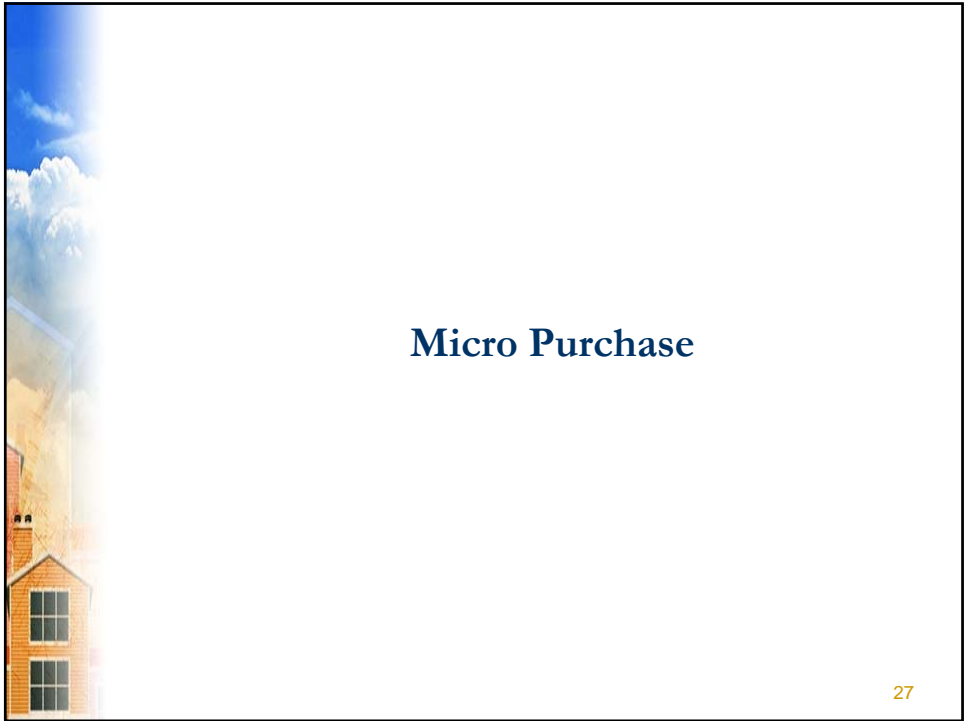


Cost/Price Analysis

- ❖ Cost/Price analysis is required for every type of procurement
 - ❖ Cost analysis: only one price is available for consideration
 - ❖ Price analysis: multiple price offerings are available for comparison with each other
- ❖ Cost/Price analysis must always be well documented!

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Micro Purchase Method

- ❖ Examples:
 - ❖ Office supplies
 - ❖ Habitability inspector charging \$50 per unit x 50 units = \$2,500 aggregate only if other applicable regulations and policies permit
 - ❖ Homeless Management Information System (HMIS) software costing less than \$3,000
- ❖ 2 CFR 200 establishes the Micro Purchase method
 - ❖ Acquisition of goods or services for which the aggregate dollar amount does not exceed **\$3,000**
 - ❖ Micro Purchase may NOT be used by UGLGs
 - ❖ Prohibited by UGMS
 - ❖ May only be used if other applicable regulations and policies permit



Micro Purchase Method (continued)

- ❖ 2 CFR 200 establishes the Micro Purchase method
 - ❖ Micro purchases may be made without soliciting competitive quotations if the Subrecipient considers the transaction to be reasonable
 - ❖ Price may be obtained in writing or verbally:
 - ❖ written/faxed/mailed/emailed
 - ❖ phone/in person

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Micro Purchase Method (continued)

- ❖ **Document the transaction**
 - ❖ Name/title of person(s) conducting the transaction
 - ❖ Name/title of vendor/provider
 - ❖ Dates and amounts
 - ❖ Purchase requisition, purchase order, invoice, receipt, voucher, etc.
 - ❖ Source of funds used for the purchase
 - ❖ Date goods/services were received

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Micro Purchase Method (continued)

- ❖ Verify debarment status
- ❖ Document your selection and cost/price analysis by comparison with documented market, catalog, and/or regulated prices
 - ❖ Demonstrate how you determined the cost is fair and reasonable

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Small Purchase

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Small Purchase Method

❖ Examples:

- ❖ Computer equipment purchased for ESG Program
- ❖ Food services for an emergency shelter
- ❖ Legal service providers for Program Participants
- ❖ Case Management for Program Participants
- ❖ HMIS data management

❖ 2 CFR §200.67 establishes Small Purchase Method

- ❖ “Simplified Acquisition Threshold” (\$150,000).
- ❖ *Important: Subrecipient must determine if it is subject to other regulations that set a lower threshold for small purchases*
- ❖ May be used *if applicable regulations and policies permit*

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Small Purchase Method (continued)

❖ Subrecipients may be subject to more restrictive thresholds:

- ❖ UGLGs (cities/counties)
 - ❖ \$50,000 (per TX Local Govt. Code), or applicable local ordinance if more restrictive
- ❖ Subrecipient
 - ❖ Local ordinance
 - ❖ More restrictive limits may be established by the Administrator or Subrecipient in its charter or policy
- ❖ Generally used for goods/supplies, but may also be used for services if other applicable regulations and policies permit

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Small Purchase Method (continued)

- ❖ No formal advertising or contracts required
- ❖ Get quotes from at least 3 qualified vendors whenever possible
- ❖ Price may be obtained in writing or verbally:
 - ❖ written/faxed/mailed/emailed
 - ❖ phone/in person

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Small Purchase Method (continued)

- ❖ Document the transaction
 - ❖ Name/title of person(s) conducting the transaction
 - ❖ Name/title of vendor/provider
 - ❖ Dates and amounts
 - ❖ Purchase requisition, purchase order, invoice, receipt, voucher, etc.
 - ❖ Source of funds used for the purchase
 - ❖ Date goods/services were received

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Small Purchase Method (continued)

- ❖ Verify debarment status
- ❖ Document your selection and cost/price analysis by comparing quotes against each other and with documented market, catalog, and/or regulated prices
 - ❖ Demonstrate how you determined the cost is fair and reasonable
 - ❖ Include documentation that verifies the reasonability of your estimate

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Competitive Proposal Professional Services

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Competitive Proposal Method

- ❖ 2 CFR §200.320 identifies the Competitive Proposal method as the preferred method for procuring professional services.
 - ❖ The Competitive Proposal method is *strongly recommended* for procuring consulting services
- ❖ Evaluation requires more than just price consideration to ensure the prospective provider can successfully complete the contract

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Competitive Proposal Method (continued)

- ❖ Competitive Proposal conditions:
 - ❖ Clear description of the Administrator's or Subrecipient's needs including sufficient information for the offerors to create a proposal outlining services he/she proposes to fulfill those needs
 - ❖ Two or more suppliers willing to compete
 - ❖ Fixed price
 - ❖ Price may be negotiated

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What's the Difference?

EVALUATION	SEALED BID	COMPETITIVE PROPOSAL
Very detailed description of scope of work in the request for offers	Yes	No
Must select <u>lowest</u> R/R/R offer	Yes	No Permits more latitude in determining best value, most advantageous
Permits discussion with offerors and negotiation of the contract price	No	Yes
Allows revision of offers before the final selection is made	No	Yes
Type of solicitation document	Invitation for Bid	Request for Proposal

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Request for Proposal (RFP)

- ❖ RFP must:
 - ❖ Request proposals from qualified service providers
 - ❖ Describe the professional services required (a Statement of Work)
 - ❖ Identify funding source is ESG Program awarded through TDHCA
 - ❖ Cannot include Match as a selection criteria

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Request for Proposal (RFP) (continued)

❖ RFP must:

- ❖ Identify provider qualifications or experience requirements
- ❖ Specify terms and conditions of the anticipated contract
- ❖ Identify evaluation criteria to be used
 - ❖ Include penalty/debarment clause
 - ❖ Include protest procedures
 - ❖ Subrecipient contact information
 - ❖ Date/time/location

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Proposal Evaluation Criteria

❖ Proposal evaluation criteria

- ❖ Price is still a primary determining factor, but latitude for evaluation of other criteria (technical factors) is permitted
- ❖ Qualitative technical factors include but are not limited to:
 - ❖ Appropriateness, thoroughness, quality of the proposed work plan
 - ❖ Provider experience and/or demonstrated knowledge of ESG Program
 - ❖ Demonstrated successful past performance
 - ❖ Quality of proposed staffing
- ❖ Weighted percentage or points assigned for stated evaluation factors

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Publishing, Receiving, and Opening

❖ Publishing

- ❖ Advertise RFP using same procedures as defined for IFBs
- ❖ Advertise in accordance with Administrator or Subrecipient Procurement Policy
- ❖ RFPs may be provided directly to potential providers
- ❖ Solicit proposals from an adequate number of providers
- ❖ Administrators or Subrecipients may also publish RFPs online if Procurement Policy allows

❖ Receiving and Opening

- ❖ Date/time stamp proposals as received
- ❖ Proposals are opened by the designated staff on designated date

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Evaluation, Negotiation, and Selection (continued)

- ❖ Document your selection and cost/price analysis by comparing proposals against each other and with market prices
 - ❖ If only one proposal received, conduct thorough cost analysis
- ❖ Handle protests in accordance with Procurement Policy

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Sealed Bid and Section 3 for Construction Services

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Construction Procurement Requirements

- ❖ 2 CFR §200.320 identifies the Sealed Bid method as the preferred method for procuring construction-related services.
 - ❖ New Construction is not an allowed activity for ESG, and rehabilitation/renovation/conversion of a shelter is rare.
 - ❖ If you intend to procure construction-related services, contact the Department for further guidance.
- ❖ Section 3

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Section 3 Requirements

❖ Construction Projects must comply with Section 3:

- ❖ Provide job training and employment opportunities for low-income persons in the community when HUD funds are involved.
- ❖ Building contractors also must take affirmative steps in hiring Section 3 subcontractors
- ❖ Provide contracting opportunities for Section 3 businesses
- ❖ Include MWBE / HUB / Section 3 businesses in solicitations
- ❖ HUD Section 3 Economic Opportunities

http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/section3/section3

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Sole Source Method (Non-competitive)

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What if We Receive Only One Quote, Bid, or Proposal?

- ❖ If, due to limited competition, only one source is available for a quote, or only one bidder/offeror responds to an Invitation for Bid (IFB) or Request for Proposal (RFP):
 - ❖ the Subrecipient may opt to continue the procurement process, but the transaction is then considered “non-competitive” and must be treated as Sole Source (Non-competitive) procurement

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Sole Source Method

- ❖ Sole Source (Non-competitive) procurement occurs when only one source (vendor/provider) is evaluated
- ❖ 2 CFR §200.320 allows Sole Source only if:
 - ❖ Goods/services are only available from a single source; or
 - ❖ Public emergency; or
 - ❖ If expressly authorized by the Department; or
 - ❖ Competition is inadequate (i.e. only one respondent to IFB or RFP)

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What if We Receive Only One Quote, Bid, or Proposal?

- ❖ Procedures should be addressed in Subrecipient Procurement Policy
- ❖ **Thorough documentation is essential!**
- ❖ Detailed cost analysis must be conducted to ensure the single bid/proposal is Reasonable/Responsive/Responsible

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Sole-Source Cost/Price Analysis

- ❖ Sole Source procurement requires a detailed “cost analysis” because multiple price offerings cannot be compared
 - ❖ An evaluation of the separate elements that make up the total proposed cost to determine if each element in the bid/proposal is allowable, reasonable, and directly related to the requirements
 - ❖ For building contractor procured under Sole Source (i.e. only one bid was received), use the initial Work Write-up/Cost Estimate in the comparison process

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Debarment

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Debarment Requirements

- ❖ Prior to awarding a contract, the Subrecipient must determine if potential providers are restricted from participation in government contracts:
 - ❖ System for Awards Management (SAM)www.sam.gov
 - ❖ Texas Comptroller<https://comptroller.texas.gov/>

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Debarment Requirements (continued)

- ❖ Debarred or suspended vendors may not be procured
 - ❖ Verify status using the business or 'Doing Business As' (DBA) names *and* under the individual names of the owners and/or principals associated with the business
- ❖ Subcontractors
 - ❖ The Subrecipient is responsible for ensuring subcontractors are not debarred or suspended

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Bid Protests

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Bid Protests

- ❖ Protest procedures must be defined in the Procurement Policy
- ❖ Bidders must submit their protest in writing
 - ❖ Name, address, bid information, reason for the protest, supporting evidence, form of relief requested
- ❖ Time period for submitting protests
- ❖ Remedial action
- ❖ Resolution by Subrecipient

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Conflict of Interest

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Conflict of Interest

- ❖ ESG prohibits conflicts of interest in the procurement of goods/services
- ❖ Consider potential conflicts of interest **EARLY** in the procurement process
- ❖ Ensuring separation of duties and responsibilities helps avoid potential conflicts

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Conflict of Interest (continued)

- ❖ Covered person includes
 - ❖ Employee/Officer/Agent/Elected or Appointed Official of the Administrator or Subrecipient
 - ❖ Any member of Employee/Officer/Agent's immediate family
 - ❖ Blood or marriage
 - ❖ Spouse, parent, stepparent, child, stepchild, siblings, stepsiblings, grandparent, grandchild, and in-laws
 - ❖ Employee/Officer/Agent's partner
 - ❖ Organization about to employ any of the above
 - ❖ Consultant

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Conflict of Interest (continued)

- ❖ HUD cannot grant exceptions to conflicts of interest in the procurement of goods or services
- ❖ Conflict of Interest exception provisions in 24 CFR §576.404 relate to participation in the ESG program.
- ❖ Procurement conflicts of interest are covered by 2 CFR §200.317 for individuals and §200.318 for organizations.

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Recordkeeping

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Recordkeeping

- ❖ Procurement documentation includes but is not limited to
 - ❖ Administrator or Subrecipient's Procurement Policy
 - ❖ Copies of all procurement publications (IFBs and RFPs) issued
 - ❖ Complete copies of bid/proposal packets including required forms, etc.
 - ❖ Copies of all quotes/bids/proposals received
 - ❖ Written justification and/or explanation for lack of competition when competitive bids or offers are not obtained

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Recordkeeping (continued)

- ❖ Procurement documentation includes but is not limited to
 - ❖ Basis used for determining reasonableness of costs or prices
 - ❖ Cost and/or price analyses used in connection with every procurement action
 - ❖ Copies of contracts awarded

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Records Retention

- ❖ ESG regulations contain specific record retention requirements
 - ❖ Requirements are included in Contract
- ❖ Ensure procurement records are readily accessible for audit or other reviews
- ❖ Consider reporting requirements to monitor procurement and/or spending trends, document issuance of contracts and/or amendments, etc.
- ❖ Ensure confidential disposal

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Monitoring

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Procurement Monitoring Concerns

- ❖ Triggers for monitoring concerns
 - ❖ Overuse of Sole Source or Small Purchase
 - ❖ Insufficient number of quotes or responses
 - ❖ Lack of cost estimates or cost analyses
 - ❖ Failure to rotate vendors/providers
 - ❖ Use of unreasonably restrictive qualification or bid criteria

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Procurement Monitoring Concerns (continued)

- ❖ Triggers for monitoring concerns
 - ❖ Insufficient number of responsive bidders
 - ❖ Overuse of change orders or amendments
 - ❖ Failure to verify debarment status
 - ❖ Failure to reach out to MWBEs/HUBs
 - ❖ Excessive small purchases close to the dollar limit

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ESG monitoring findings

- ❖ Small Purchase:
 - ❖ Insufficient support documentation or rate quotations
- ❖ Insufficient documentation of cost analysis
- ❖ Ensure all procurement activities are **documented and supported!**

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Ground Rules for Procurement

- ❖ Maintain separation of duties among staff members
- ❖ Competent and well trained staff
- ❖ Maintain good recordkeeping
- ❖ Maximize competition to ensure your organization is well served
- ❖ Uphold ethics and avoid conflict of interest
- ❖ Stay alert!

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Questions?



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Contact Information

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#	Topic	Questions from Emergency Solutions Grants (ESG) Procurement webinar	TDHCA staff answers
1	Advertisement	Advertisement in newspaper/print; is there a distribution number threshold for the newspaper considered?	No, there is not a set distribution number. The amount of persons reached by the advertisement should be in reasonable proportion to the population of the area for which services are to be provided.
2	Advertisement	Will ESG pay for the cost of the newspaper advertisements?	Yes. ESG Administrative funds can be used to pay for advertising for procurement per 24 CFR §576.108(a)(1)(C).
3	Advertisement	You used the term widely advertised, can you touch on what that means in terms of time and medium utilized	At a minimum, published in a newspaper at least twice, and the postings should be at least a week apart. For example, the requirement is not satisfied by posting on a Monday and the subsequent Tuesday.
4	Inventory	If an appliance was purchased with ESG funds 5 years ago and is no longer working. What are the steps we need to take to do away with it since it was purchased with the ESG funds	Inventory lists are due to TDHCA within 45 days after the end date of the Contract. Equipment purchased with ESG funds must be reported when it is purchased and again after disposition if the current market value of the equipment is equal to or greater than \$5,000. The ESG Inventory List can be found online at https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm
5	Negotiations	Can you discuss the contract negotiations phase	The negotiation phase will be your opportunity to determine the final contract terms. If there are services that the Vendor offered that can be added, these can be added at this phase. Final price is also determined during negotiation.
6	Procurement type	Can sole source be utilized in the event that only one single supplier can fulfill the requirements.	Sole source may be used if only one potential vendor responds to your procurement. To encourage competition, make your procurement documents broad enough to allow multiple responses.

#	Topic	Questions from Emergency Solutions Grants (ESG) Procurement webinar	TDHCA staff answers
7	Procurement type	When determining "aggregate" costs for something like office supplies, do you look specifically at items like copy paper and approximately how much you will use in a year for aggregate cost of copy paper, or for all office supplies combined, as in copy paper, pens, pencils, file folders, note pads, etc.?	It depends on how your office purchases the copy paper, and how the purchases are budgeted by your organization. If you plan to purchase the paper and/or other supplies over the course of a year from the same vendor, you would aggregate the costs of the paper and supplies to determine the procurement method.
8	Procurement type	Can computers be considered as micro purchases if purchased as needed? Cost per unit is \$500 and purchasing 2	Depending on specifications, computers in the specific scenario presented here may be procured using micro-purchase, which is under \$3,000.
9	Renewing Procurement	Does the procurement have to be specific for the 2019-2020 program year? We procure for services in 2018 with an option to extend	This would depend on what was procured, and how the initial procurement was conducted. Please send an email to esg@tdhca.state.tx.us for more specific information related to your procurement.
10	Renewing Procurement	If you currently have service contracts in place for ESG case management services that were procured and the contacts have a renewal clause, can you renew the contracts even if the services would cross state ESG contract terms?	This would depend on what was procured, and how the initial procurement was conducted. Please send an email to esg@tdhca.state.tx.us for more specific information related to your procurement.
11	Webinars	Where did you say we can go to access the answers to the last webinar.	Webinars, along with the answers to the questions asked during the webinar, will be posted at https://www.tdhca.state.tx.us/home-division/esgp/video-library.htm .

Conflict of Interest Kinship Chart

