

2015 TIG Contracting Grant Assurance (GA #9)

Approval of a TIG application does not imply LSC approval of any specific contractor, regardless of whether one was identified in the application. All procurement transactions must be conducted in a manner to provide, to the maximum extent practical, open and free competition. All third-party expenditures, regardless of cost, must be appropriately documented and are subject to 45 C.F.R. Part 1630 Cost Standards. As long as the recipient complies with the provisions on contracting set out below, it may add its own contracting requirements. In the event that the recipient expends \$5,000 or more of the TIG funds from this grant on a single transaction to pay a third party or parties for goods or services, and that expenditure is not otherwise subject to the LSC Property Acquisition and Management Manual, it will:

- a) (1) solicit bids from a minimum of three providers or (2) document the reasons for doing otherwise if it is necessary to (i) award a contract on the basis of fewer than three responses or (ii) purchase from a "Sole Source" because of technical or quality requirements, organizational or personnel expertise, knowledge of the program, the lack of dependable vendors, or when there is an emergency;
- b) maintain documentation for LSC review, including: the solicitation and receipt of bids or sole source justification; the reason for selection of a contractor; senior management approval of (1) contractor selection and (2) any sole source justification; the terms and conditions of the agreement; and all payments, adjustments, and credits;
- c) provide a copy of the contract to LSC with the payment request for the period in which the contract was executed (the submission of said contract is only for the purpose of verifying the execution of said contract; recipients remain responsible to ensure that they comply with all applicable LSC requirements regarding, among other things, the process through which it was entered, its terms, and the expenditure of LSC funds pursuant to it); and
- d) ensure the proper expenditure of, accounting for, and audit of the contracted funds.