

Procurement Summary: HUD-funded Programs

Small Purchases

- \$50,000 or less
- Develop Specifications
- Obtain quotes from adequate # of sources
- Ensure quotes are specific enough to enable comparison
- Notice of Award
- 24 CFR 85.36 (d)(1); ORC 307.86; ORC 735.05

Competitive Sealed Bids

- \$50,000 + (pref for construction; price principal consideration)
- Cost estimate
- Publish Notice requesting submission of bids (once wk/2 wks)
- Publically open bids
- Complete bid tabulation
- Evaluate bids
- Notice of Award
- For public improvements, awarded bid not more than 10% above cost estimate
- 24 CFR 85.36 (d)(2); ORC 307.862-921; ORC 735.01-09; ORC 153.06-08, 153.12

Competitive Proposals (RFP)

- \$50,000 + (admin or non-professional; price not principal consideration)
- Advertise Request for Proposals (once wk/2 wks)
- Publically open proposals
- Complete proposal tabulation
- Evaluate proposals
- Notice of Award
- 24 CFR 85.36 (d)(3); ORC 307.862-921; ORC 735.01-09

Qualification Based Selection (RFQ)

- \$50,000 + (architecture and engineering)
- Prequalify potential A/E firms
- Send RFQ to prequalified firms, news media, trade associations, & appropriate public media
- Evaluate submissions
- Select and Rank three most qualified
- Enter into price negotiations with most qualified
- Award contract, OR, if cannot agree price, enter negotiations with next qualified firm
- 24 CFR 85.36 (d)(3)(v); ORC 153.65-73; Ohio QBS Guide

Noncompetitive Proposals

- Single Source; Emergency; Inadequate Competition; Admin from non-profit
- Secure proposal from firm
- Conduct cost analysis
- Notice of Award
- 24 CFR 85.36 (d)(4); ORC 307.86; ORC 735.05; OHCP Policy Notice 01-01

Cooperative Purchasing

- State has existing contract for goods and services needed; State contract offers lower price or better schedule than other procurement
- Pass legislation authorizing participation in program
- Complete enrollment form
- Pay administrative fee
- Issue a quarterly usage report
- Order goods/service directly from vendor
- ORC 125.04; DAS website

Force Account

- Local govt employees are qualified, and using them is cost advantageous
- Confirm local govt employees qualified, and work is within scope of duties
- Estimate cost of project
- Confirm cost is within force account limit (ORC 117.16)
- Complete Force Account Project Assessment form
- ORC 117.16; Ohio Auditor of State