RFA# 202302038

Higher Education Workforce Grants

New or Expanded Programs

# **Application Details and Instructions**

1. **Overview of Grant Opportunity**

## While the COVID-19 pandemic has had broad economic impacts, several Maine industries have suffered disproportionate negative economic consequences caused by the pandemic. Through this application, the Maine Department of Education intends to provide one-time funding to higher education institutions in Maine for projects that will lead to long-term, sustained programming to prepare students for employment in industries harmed by the COVID-19 pandemic.

## Grants awarded through this program will be limited to supporting the following industries: Education; Healthcare and Social Assistance; Construction, Trades and Logistics; Agriculture, Aquaculture, Fishing and Forestry; Information; Manufacturing; and Clean Energy. These industries and sectors have experienced workforce challenges caused by COVID-19, including high rates of employment loss and unemployment.

***Education***

During the COVID-19 recession, reductions in staffing were prevalent in public and private schools and colleges, due to the suspension or curtailment of in-person learning. Public sector workers also reported significant negative impacts and according to recent reports state and local workforces are at high risk for attrition due to retirements, job changes, and workers leaving the workforce entirely. Both education and public sector workforces need revitalization in order to serve the needs of communities across the state.

***Health Care and Social Assistance***

In 2020 and 2021, the healthcare and social assistance sector experienced the highest net job loss of nearly any sector in Maine. In addition, healthcare, medical research and related life sciences training and education programs were interrupted due to COVID-related school and facility closures, lack of clinical sites, and available nurse educators, exacerbating the significant workforce shortages among our healthcare providers.

***Construction, Trades & Logistics***

The construction, trades, and logistics industries are facing acute workforce shortages that have been made worse by the COVID-19 pandemic. According to industry surveys construction firms are having a hard time hiring at all levels, including both salaried and hourly positions and across skilled labor specialties. Without those critical skills in the workforce, the state will struggle to complete infrastructure projects, address housing needs, and encourage business growth.

***Agriculture, Aquaculture, Fishing & Forestry***

Maine’s Agriculture, Aquaculture, Fishing, Forestry, and Hunting industries are subject to sizable seasonal changes in employment, with growth during the warm months and declines in the winter. Employers in these industries report that they cannot hire the workers they need to recover from the pandemic. Maine’s forest economy was similarly impacted by the COVID-19 pandemic. It faced pandemic-related product shifts as well as supply chain and workforce disruptions. These economically and culturally important industries need the workforce to support innovations that will carry them through the challenges of the current pandemic and support critical food supply.

***Information***

The information industry includes data processing/hosting services, telecommunications, media, and other services. The shift to virtual and hybrid work demonstrated the need for robust telecommunications statewide, and statewide initiatives to encourage remote workers to move to Maine will be hindered without reliable technology.

***Manufacturing***

According to national surveys, workforce shortages are seen as the number one risk to manufacturing firms’ economic outlook. As older workers age out of the workforce, manufacturing is on trend to face ever more severe labor shortages.

***Clean Energy***

A 2020 study from the Governor’s Energy Office, included a survey of businesses in the clean energy and energy efficiency fields, demonstrated that companies identified workforce scarcity as a primary concern for their business viability in navigating the pandemic and for their successful recoveries as the economy emerges from the pandemic.

The best applications will:

1. Address critical needs in Maine’s economy and workforce by advancing strategies identified in [Maine's 10-year economic development strategic plan;](https://www.maine.gov/decd/strategic-plan)
2. Develop opportunities for students with disabilities, students from racially, ethnically, and linguistically diverse populations (including Indigenous, immigrants, and refugees), low-income students, students seeking work in rural communities, and/or unemployed/underemployed workers;
3. Demonstrate the likelihood of supporting the advancement of students and workers to achieve higher paying jobs in Maine;
4. Demonstrate funding for one-time investments that will produce lasting benefits and propose a feasible funding strategy for **sustaining** activities after grant funds have been exhausted.

Any grant awarded must meet [Federal State Fiscal Recovery Funds](https://www.federalregister.gov/documents/2022/01/27/2022-00292/coronavirus-state-and-local-fiscal-recovery-funds) allowability guidance. Applicants must attest that they will agree to meet the requirements of the award as outlined in [Appendix A – Sample Subaward Agreement](#AppendixASampleSubawardAgreement).

## **Allowable Uses**

Funding provided under this RFA must be used to:

1. Develop a new or expanded certificate or degree programs that addresses priority workforce needs identified in the [Maine Jobs Plan](https://www.maine.gov/jobsplan/#:~:text=The%20Maine%20Jobs%20%26%20Recovery%20Plan,economy%20poised%20for%20future%20prosperity.) in one or more of the following industries:
   1. Education;
   2. Healthcare and Social Assistance;
   3. Construction, Trades, and Logistics;
   4. Agriculture, Aquaculture, Fishing & Forestry;
   5. Information;
   6. Manufacturing; and
   7. Clean Energy

Funding provided under this RFA may be used for:

1. indirect costs. The US Department of Education defines indirect costs as costs that “…represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs.” If an indirect cost rate is included in the application budget, submit a copy of the institution’s indirect cost rate agreement with application package; and/or
2. infrastructure systems and assets, physical or virtual (i.e., buildings, classrooms, laboratories, equipment, etc.)

Funding provided under this RFA may not be used for supplantation. No business/organization receiving an award under this RFA may supplant other funds that currently support similar services. Grantees must use ARPA Funds in a way that is complementary to other available resources and supplements, expands, and creates new opportunities, and doesn’t supplant existing activities.

## **Eligibility to Submit Applications**

Eligible institutions include:

* Private colleges or private universities in Maine; and
* Maine Maritime Academy

## **Awards**

The Department anticipates making multiple awards for up two (2) years as a result of this Request for Applications. The number and size of awards will depend on the number of proposals received and available funds. The range of awards is $250,000 up to $2 million. The Department has $4.59 million available in funding for this RFA. Issuance of this RFA in no way constitutes a commitment by the State of Maine to make grant awards. Applications will be evaluated after the due date, and a Selection Package will be posted to the Division of Procurement Services website. The Department reserves the right to issue partial awards.

Any person aggrieved by the award decision that results from this Request for Applications may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: [Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120)).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

RFA# 202302038

# Higher Education Workforce Grants

# **KEY PROCESS EVENTS**

## **Submitting Questions about the Request for Applications**

Any questions must be submitted by e-mail to the Grant Coordinator identified on the [Grant RFPs and RFAs webpage](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) by **Friday, June 2nd, 2023** at 11:59 p.m. local time. Submitted Questions must include the subject line: “RFA# 202302038 Questions”. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

Question & Answer Summary: Responses to all questions will be compiled in writing and posted on the following website: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

## **Amendments to the Request for Applications**

All amendments (if any) released in regard to this Request for Applications will be posted on the following website: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

## **Submitting your application**

1. **Applications Due:** Applications must be received by **Friday, June 30th, 2023** at 11:59 p.m. local time. Applications received after the 11:59 p.m. deadline will be ineligible for award consideration for that annual application enrollment period.
2. **Submission Instructions:** Applications are to be submitted to the State of Maine Division of Procurement Services, via email, to [Proposals@maine.gov](mailto:Proposals@maine.gov).
   1. Only applications received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
   2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail applications that have the actual requested files attached will be accepted.
   3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission.
   4. File size limits are 25MB per e-mail. Applicants may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
   5. Applicants are to insert the following into the subject line of their email submission: **“RFA# 202302038 Application Submission – [Applicant’s Name]”**
   6. Applications are to be submitted as a single, typed, PDF or WORD file and must include pages 9-15 of this RFA document. If an indirect cost rate is included in the application budget, submit a copy of the institution’s indirect cost rate agreement with application package.

RFA# 202302038

Higher Education Workforce Grants

New or Expanded Programs

# **APPLICATION EVALUATION AND SELECTION**

## **Scoring Weights and Process**

1. Scoring Weights: The score will be based on a 100-point scale and will measure the degree to which each application meets the following criteria.

|  |  |
| --- | --- |
| **Scoring Criteria** | **Maximum Points Available** |
| **Criteria 1: Eligibility and Allowable Uses**   * Applicant attests to following the requirements as outlined in [Appendix A – Sample Subaward Agreement](#AppendixASampleSubawardAgreement). * Applicant is a: * private college or private university in the State of Maine; or * the Maine Maritime Academy * Develops/expands programs or credentials addressing priority workforce needs identified in the [Maine Jobs Plan](https://www.maine.gov/jobsplan/#:~:text=The%20Maine%20Jobs%20%26%20Recovery%20Plan,economy%20poised%20for%20future%20prosperity.) in one or more of the following industries: * Education; * Healthcare and Social Assistance; * Construction, Trades, and Logistics; * Agriculture, Aquaculture, Fishing and Forestry; * Information; * Manufacturing; or * Clean Energy | Pass/Fail |
| **Criteria 2: Proposal**   * Proposal   + Addresses critical needs in Maine’s economy and workforce by advancing strategies identified in [Maine’s 10-year economic development strategic plan](https://www.maine.gov/decd/strategic-plan);   + Develops opportunities for students with disabilities, students from racially, ethnically, and linguistically diverse populations (including Indigenous, immigrants, and refugees), low-income students, students seeking work in rural communities, and/or unemployed/underemployed workers;   + Demonstrates likelihood of supporting the advancement of students and workers to achieve higher paying jobs in Maine. * Project Narrative clearly shows how a one-time investment from these program funds will result in enhanced, long-term, capacity for meeting Maine’s workforce objectives; includes a detailed plan of action that leverages these funds to meet the identified need, including key tasks, timelines, and completion indicators * Key Personnel demonstrate the qualifications and capacity to carry out the project | 30 points |
| **Criteria 3: Outcomes and Evaluation**   * Articulates intended outcomes, provides evidence base for proposed use(s); and * Has a reasonable and detailed plan to evaluate the success of the program | 20 points |
| **Criteria 4: Budget Proposal**   * Budget Narrative & Budget Forms are accurate and complete * Budget demonstrates sufficient resources for carrying out the project to completion | 20 points |
| **Criteria 5: Sustainability**   * Demonstrates how this investment of funding will result in long-term improvement of organizational capacity for supporting Maine’s workforce needs. * Has a detailed plan to integrate program into institution’s larger, long-term budget | 30 points |
| **Total Points** | * + 1. **points** |

1. Scoring Process: The Grant Review Team will use a consensus approach to evaluate and score all sections listed above. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections.

Regarding the proposed funds requested and the proposed work, the Grant Review Team will consider the degree to which the project represents a good return for the investment (money, time) as well as whether the project work and cost estimates (tasks & budget) are reasonable for the expected outcomes, along with the amount and quality of proposed matching funds or services.

RFA# 202302038

Higher Education Workforce Grants

New or Expanded Programs

APPLICATION COVER PAGE

**Handwritten Applications Will Not Be Accepted**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Applicant’s Organization Name:** | | Click or tap here to enter text. | | | | |
| **Type of Organization:** | | Choose an item. | | | | |
| **Name of Application:** | | Click or tap here to enter text. | | | | |
| **President’s Name:** | | Click or tap here to enter text. | | | | |
| **Tel:** | Click or tap here to enter text. | | | | **E-mail:** | Click or tap here to enter text. |
| **Office Street Address:** | | Click or tap here to enter text. | | | | |
| **City/State/Zip:** | | Click or tap here to enter text. | | | | |
| ***Provide information requested below if different from above*** | | | | | | |
| **Point of Contact for Application (Name and Title):** | | | Click or tap here to enter text. | | | |
| **Tel:** | Click or tap here to enter text. | | | | **E-mail:** | Click or tap here to enter text. |
| **Office Street Address:** | | Click or tap here to enter text. | | | | |
| **City/State/Zip:** | | Click or tap here to enter text. | | | | |
| **Dollar Amount of Application:** | | | | Click or tap here to enter text. | | |

* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant’s application.
* No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an application.
* The above-named organization is the legal entity entering into the resulting agreement with the Department should they be awarded a contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

To the best of my knowledge, all information provided in this application, both programmatic and financial, is complete and accurate at the time of submission.

|  |  |
| --- | --- |
| **Name (Print):** Click or tap here to enter text. | **Title:** Click or tap here to enter text. |
| **Authorized Signature:** | **Date:** Click or tap here to enter text. |

RFA# 202302038

Higher Education Workforce Grants

New or Expanded Programs

DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION

|  |  |
| --- | --- |
| **Applicant’s Organization Name:** | Click or tap here to enter text. |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this application:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the application for this contract been convicted of or had a civil judgment rendered against them for:*
   1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
   2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
   3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
   4. *Have not within a three (3) year period preceding this application had one or more federal, state or local government transactions terminated for cause or default*.
3. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this application is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

**Failure to provide this certification may result in the disqualification of the Applicant’s application, at the discretion of the Department.**

|  |  |
| --- | --- |
| **Name (Print):** Click or tap here to enter text. | **Title:** Click or tap here to enter text. |
| **Authorized Signature:** | **Date:** Click or tap here to enter text. |

RFA# 202302038

Higher Education Workforce Grants

New or Expanded Programs

**APPLICATION**

The Applicant is asked to be brief and concise in providing written information required in the application.

|  |
| --- |
| **Project Title**  Provide a descriptive project title in 15 words or less |
| Click or tap here to enter text. |
| **School Years during which Grant Funding will be Utilized** |
| School Year 2023-24  School Year 2024-25  *Funds must be obligated by December 31, 2024 and expended by June 30, 2025.* |
| **Attestation of Award Requirements** |
| By checking this box, the Applicant agrees to meet the requirements of the award as outline in [Appendix A – Sample Subaward Agreement](#AppendixASampleSubawardAgreement). |
| **Project Type – Check that the project meets the requirement and select industries** |
| By checking this box, the Applicant agrees that the proposed project is to develop a new or expanded certificate or degree programs that addresses priority workforce needs identified in the [Maine Jobs Plan](https://www.maine.gov/jobsplan/#:~:text=The%20Maine%20Jobs%20%26%20Recovery%20Plan,economy%20poised%20for%20future%20prosperity.) in one or more of the following industries: *(check all that apply)*  Education  Healthcare and Social Assistance  Construction, Trades, and Logistics  Agriculture, Aquaculture, Fishing and Forestry  Information  Manufacturing  Clean Energy |

|  |
| --- |
| **Overview of the Project** |
| *The project overview should clearly describe the project’s intended goals and how it will:*   1. *Address critical needs in Maine’s economy and workforce by advancing strategies identified in* [*Maine's 10-year economic development strategic plan;*](https://www.maine.gov/decd/strategic-plan) 2. *Develop opportunities for students with disabilities, students from racially, ethnically, and linguistically diverse populations (including Indigenous, immigrants, and refugees), low-income students, students seeking work in rural communities, and/or unemployed/underemployed workers;* 3. *Demonstrate the likelihood of supporting the advancement of students and workers to achieve higher paying jobs in Maine;* 4. *Demonstrate funding for one-time investments that will produce lasting benefits and propose a feasible funding strategy for sustaining activities after grant funds have been exhausted.* |
| Click or tap here to enter text. |
| **Identification of Need** |
| *The proposal should include a description of the needs of the applicant related to the program. The applicant should explain how the needs have been identified and will be re-evaluated on a regular basis.*    *The applicant should build a case for how the proposed project will address identified needs and increase support of the advancement of students and workers to achieve higher paying jobs in Maine.* |
| Click or tap here to enter text. |
| **Project Narrative**  Please provide a narrative of the project you are proposing in order to address these needs and include any proposed activities. |
| *The narrative must include the following:*  ***Project Design***  *The proposal will include a description of the project and how it will comply with responsibilities of the grant. The description will include, but not necessarily be limited to, the following:*   * *How the project will address the priorities of this funding program and how the needs assessment informed project design.* * *Number of additional students estimated to be served.* * *Number of additional staff/faculty members to be hired.* * *Description of where the program will be housed and benchmarks that articulate academic progress.* * *Goals and objectives of the project, including indicators of successful completion* * *Key tasks and benchmarks for successful project completion* * *Key staff and resources, including requested funding, for carrying out project goals.*   ***Recruitment and Enrollment (if applicable)***  *Proposals should include a detailed description of the methods the higher education institution will use to recruit students for the programs. The methods should include strategies for attracting, retaining, and supporting students with disabilities, students from racially, ethnically, and linguistically diverse populations (including Indigenous, immigrants, and refugees), low-income students, students seeking work in rural communities, and/or unemployed/underemployed workers. Provide the student recruitment plan that includes advising, retention strategies, placement strategies, and list any partnerships with community-based organizations to recruit and support these communities.* |
| Click or tap here to enter text. |
| **Identification of Key Personnel** |
| *List and describe the role of the key personnel who will oversee the program. If the position is vacant, put “vacant” in place of a name. Add lines as needed.*   |  |  |  | | --- | --- | --- | | **Name** | **Title** | **Role (Indicate if full time or part time grant administrator.)** | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |   *List campus administrators who would ultimately be responsible for the carry out of this project.*   |  |  | | --- | --- | | **Name** | **Title** | | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | |
| **Outcomes** |
| *Please describe how the funding will lead to the intended outcomes.* |
| Click or tap here to enter text. |
| **Evaluation** |
| *Provide a description of how the implementation and effectiveness of the program will be evaluated.*  *If the grant will be used for programs or services, describe:*   * + - * + *how implementation and effectiveness will be evaluated*         + *how information/data will be collected*         + *the timeline and responsible parties for presenting measurable outcomes*         + *how the project’s outcomes will inform sustainability efforts* |
| Click or tap here to enter text. |

|  |
| --- |
| **Project Budget** |

|  |  |  |
| --- | --- | --- |
| **Budget Category** | **Amount Requested** | **Explanation of expense** |
| Personnel (salary and benefits) | Click or tap here to enter text. | Click or tap here to enter text. |
| Instructional materials and supplies | Click or tap here to enter text. | Click or tap here to enter text. |
| Non-instructional materials and supplies | Click or tap here to enter text. | Click or tap here to enter text. |
| Contracted services | Click or tap here to enter text. | Click or tap here to enter text. |
| Technology access (i.e., equipment for campus or students, expanding Wi-Fi, other technology infrastructure) | Click or tap here to enter text. | Click or tap here to enter text. |
| Transportation | Click or tap here to enter text. | Click or tap here to enter text. |
| Tuition assistance (for targeted industries and disadvantaged student populations) | Click or tap here to enter text. | Click or tap here to enter text. |
| Indirect cost rate (attach copy of indirect cost rate agreement to application) | Click or tap here to enter text. | Click or tap here to enter text. |
| Other (specify) | Click or tap here to enter text. | Click or tap here to enter text. |
| **TOTAL REQUEST** | Click or tap here to enter text. |  |

|  |
| --- |
| **Budget Narrative (one page maximum)** |
| *Please provide a detailed explanation of:*   * + - * + *the anticipated grant-supported expenses in each of the above budget categories;*         + *how they will support the proposed activities in the Project Narrative; and*         + *how this funding will supplement and not supplant any existing funding for the program(s)* |
| Click or tap here to enter text. |
| **Sustainability** |
| *Please provide evidence that the project is highly likely to create a sustainable, long-term increase in capacity for meeting Maine’s workforce development goals. If the project has additional funding needs beyond this grant, please list and describe sources (private, public, state) and how they will be employed. What risks or challenges might hinder success in the goal to make this a long-term, sustainable program? What supports might be needed to mitigate the potential risks?* |
| Click or tap here to enter text. |

RFA# 202302038

Higher Education Workforce Grants

New or Expanded Programs

**APPENDIX A – SAMPLE SUBAWARD AGREEMENT**

*This is just a sample, please do not fill out*

**Subaward**

**Between**

**The State of Maine, Department of Education**

**AND**

**Subrecipient’s Name**

1. This Subaward is made by and between the State of Maine, Department of Education and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Subrecipient[[1]](#footnote-2)), relating to the United States Department of the Treasury (the US Treasury), State and Local Fiscal Recovery Funds, Assistance Listing 21.027.
2. Whereas, the Recipient and Subrecipient understand and agree that the funds disbursed under this subaward may only be used for the purposes set forth in the Subrecipient’s statement of work governed by the approved American Rescue Plan Act, Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Business Plan:
   1. Include Purpose of Subaward

* Control Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Reporting Codes (include applicable FYs): \_\_\_\_\_\_\_\_\_\_\_\_\_
* Advantage Account Coding: 05A-\_\_\_-\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_
* Vendor Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Federal Award Information:
   1. AWARD Identification #: [SLFRP0144](https://www.usaspending.gov/award/ASST_NON_SLFRP0144_2001)
   2. Subrecipient name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. Subrecipient's unique entity identifier (UEI#): DUNS #
   4. Federal Award Date: March 3, 2021
   5. Subaward Period of Performance and Budget Period Start and End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_through \_\_\_\_\_\_\_\_[[2]](#footnote-3).
   6. Amount of Federal Funds Obligated by this action by the pass-through entity (the Recipient) to the Subrecipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   7. Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   8. Total Amount of the Federal Award committed to the subrecipient by the pass- through entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   9. Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity: US Treasury and the State of Maine Department of Education. Name and email address for agency contact.
   10. Assistance Listing and Name: 21.027, US Treasury State and Local Fiscal Recovery Funds.
   11. This award is not a R&D award.
2. Now, therefore, for subaward amount received or to be received, including but not limited to the performance by the Recipient and the Subrecipient (the Parties) of their respective obligations under this Subaward, the Parties hereby agree as follows:
3. This agreement is a subaward and it is not a contract for good or services.
4. The Recipient is the pass-through entity.
5. This agreement is for costs incurred between \_\_ (insert start date) \_\_ and (insert obligation date) \_\_2. The period of performance will run until (insert liquidation date), which will provide recipients a reasonable amount of time to complete projects funded with payments from the Fiscal Recovery Funds.
6. The Recipient will:
7. Perform a Risk Evaluation over the Subrecipient as required by the Federal Uniform Guidance. Depending on the outcome of the Risk Evaluation, the Recipient may add additional requirements and or restrictions for the use of this funding.
8. Communicate Federal Guidance references to the Subrecipient; including reporting requirements.
9. Communicate changes in guidance or requirements as relevant to the Subrecipient’s Business Case when notified by the US Treasury.
10. Transfer funding as necessary to the Subrecipient upon receiving required information and reporting data after the first transfer.
11. Monitor the Subrecipient.
12. Obtain a listing of expenditures along with other reporting data as required by the US Treasury.
13. Fulfill federal reporting responsibilities with information furnished by the subrecipient.
14. Add other items to this agreement as necessary to satisfy the Recipient’s responsibilities to the US Treasury.
15. Update this document if additional funding is approved for same purpose.
16. Verify that the Subrecipient is audited as required by Subpart F of the Uniform Guidance when it is expected that the Subrecipients Federal awards expended during the respective fiscal year equal or exceeded $750,000.
17. The Subrecipient will:
    1. Use the SLFRF only for the eligible and permitted uses as included in the SLFRF statute, US Treasury’s Final Rule and specifically for the purpose(s) as outlined in the Subrecipient’s statement of work governed by the approved American Rescue Plan Act, Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Business Plan.
    2. Use the SLFRF for eligible costs incurred between \_\_(insert start date)\_\_ and \_\_(insert obligation date). With funds obligated by (insert obligation date) and expended by (insert liquidation date) 2.
       1. A cost shall be considered to have been incurred for purposes of this section if the recipient has incurred an obligation.
    3. Return to the State of Maine any funds not obligated by \_\_\_\_\_\_\_\_\_ as soon as possible.
    4. Also, return to the State of Maine funds obligated by \_\_(insert obligation date)\_\_ but not expended by (insert liquidation date)2 as soon as possible.
    5. Follow the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) (the Uniform Guidance), including the cost principles and restrictions on general provisions for selected items of cost.
    6. Not use SLFRF as non-Federal match for other Federal programs whose statute or regulations bar the use of Federal funds to meet matching requirements.
    7. Allow Recipient and auditors to audit records as necessary.
    8. (This language should be adjusted if you are using reimbursement method) Furnish Recipient with expenditure documentation on a quarterly basis that supports revenue transferred to the Subrecipient during the prior quarter.
       1. To receive funding for subsequent allotments, the Subrecipient must submit to the Recipient a listing of expenditures (by expenditure category, date of obligation. and date of service or date of goods received; expenditure amount and merchant/vendor name).
       2. Additionally, a quarterly progress report must be submitted to the Recipient. More information on what is needed regarding a progress report to be determined and communicated to Subrecipient.
    9. Comply with Infrastructure Project requirements if applicable.
    10. Follow the procurement standards in the Uniform Guidance, 2 CFR Part 200.317 through 200.327. Refer to Section 7 in this document and Addendum A.
    11. Abide by Prohibition on certain telecommunication and video surveillance services or equipment as outlined in the Uniform Guidance, 2 CFR 200.216. Refer to Addendum A.
    12. Not use funds in conflict with the overall statutory purpose of the ARPA to reduce the spread of COVID-19.
18. Procurement, Suspension and Debarment
    1. Recipients and Subrecipients are responsible for ensuring that any procurement using SLFRF funds, or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, as applicable. The Uniform Guidance establishes in 2 CFR 200.319 that all procurement transactions for property or services must be conducted in a manner providing full and open competition, consistent with standards outlined in 2 CFR 200.320, which allows for non-competitive procurements only in circumstances where at least one of the conditions below is true: the item is below the micro-purchase threshold; the item is only available from a single source; the public exigency or emergency will not permit a delay from publicizing a competitive solicitation; or after solicitation of a number of sources, competition is determined inadequate.6 Recipients must have and use documented procurement procedures that are consistent with the standards outlined in 2 CFR 200.317 through 2 CFR 200.320. The Uniform Guidance requires an infrastructure for competitive bidding and contractor oversight, including maintaining written standards of conduct and prohibitions on dealing with suspended or debarred parties. Your organization must ensure adherence to all applicable local, State, and federal procurement laws and regulations.
    2. The subrecipient of this grant certifies that their organization and their organization’s principals are not suspended or debarred from participating in covered transactions and transactions covered under the Federal Acquisition Regulation.
19. Infrastructure Section:
    1. If the project related to this subaward has been approved for infrastructure costs, then Addendum B is applicable to this subaward.
       1. Please refer to Addendum B.
20. Please note that failure to comply with the restrictions on use contained in the federal guidance may result in recoupment of funds.
21. Additionally, please note that recipients and subrecipients are the first line of defense, and responsible for ensuring the SLFRF award funds are not used for ineligible purposes, and there is no fraud, waste, and abuse associated with their SLFRF award.
22. Disclosures:
    1. Required Disclosure: Recipients/Applicants must disclose in writing any potential conflict of interest to the State of Maine (the Uniform Guidance, 2 CFR 200.112).
       1. Please disclose conflicts of interest here or include N/A Not Applicable. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    2. Mandatory Disclosure: Recipients/Applicants must disclose, in a timely manner all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in appendix XII to this part are required to report certain civil, criminal, or administrative proceedings to SAM (currently FAPIIS). (2 CFR 200.13).
       1. Please disclose all violations here or include N/A, Not Applicable. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
23. Conflicts of Interest:
    1. A Subrecipient may not use SLFRF funds in violation of the conflict of interest requirements contained in this Award, including any self-dealing or violation of ethics rules. Subrecipients are required to establish policies and procedures to manage potential conflicts of interest.
24. Signatures

For the State of Maine, Department of Education (Recipient):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized State Signatory’s Name Here Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subrecipient Representative’s Name Here Date

## Addendum B – Agency Uniform Guidance

## Uniform Guidance: [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1)

## § 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.

(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain;

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](https://www.govinfo.gov/link/plaw/115/public/232), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under [Public Law 115-232](https://www.govinfo.gov/link/plaw/115/public/232), section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See [Public Law 115-232](https://www.govinfo.gov/link/plaw/115/public/232), section 889 for additional information.

(d) See also [§ 200.471](https://www.ecfr.gov/current/title-2/section-200.471).

**§ 200.318 General procurement standards.**

(a) The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in [§§ 200.317](https://www.ecfr.gov/current/title-2/section-200.317) through [200.327](https://www.ecfr.gov/current/title-2/section-200.327).

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)

(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also [§ 200.214](https://www.ecfr.gov/current/title-2/section-200.214).

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)

(1) The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[[85 FR 49543](https://www.federalregister.gov/citation/85-FR-49543), Aug. 13, 2020, as amended at [86 FR 10440](https://www.federalregister.gov/citation/86-FR-10440), Feb. 22, 2021]

**§ 200.319 Competition.**

(a) All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and [§ 200.320](https://www.ecfr.gov/current/title-2/section-200.320).

(b) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(c) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(d) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(e) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

(f) Noncompetitive procurements can only be awarded in accordance with [§ 200.320(c)](https://www.ecfr.gov/current/title-2/section-200.320#p-200.320(c)).

**§ 200.320 Methods of procurement to be followed.**

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and [§§ 200.317](https://www.ecfr.gov/current/title-2/section-200.317), [200.318](https://www.ecfr.gov/current/title-2/section-200.318), and [200.319](https://www.ecfr.gov/current/title-2/section-200.319) for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

(a) ***Informal procurement methods.*** When the value of the procurement for property or services under a Federal award does not exceed the *simplified acquisition threshold (SAT),* as defined in [§ 200.1](https://www.ecfr.gov/current/title-2/section-200.1), or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:

(1) ***Micro-purchases*** -

(i) ***Distribution.*** The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of *micro-purchase* in [§ 200.1](https://www.ecfr.gov/current/title-2/section-200.1)). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.

(ii) ***Micro-purchase awards.*** Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.

(iii) ***Micro-purchase thresholds.*** The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with [paragraphs (a)(1)(iv)](https://www.ecfr.gov/current/title-2/section-200.320#p-200.320(a)(1)(iv)) and [(v)](https://www.ecfr.gov/current/title-2/section-200.320#p-200.320(a)(1)(v)) of this section.

(iv) ***Non-Federal entity increase to the micro-purchase threshold up to $50,000.*** Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to $50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with [§ 200.334](https://www.ecfr.gov/current/title-2/section-200.334). The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

(A) A qualification as a low-risk auditee, in accordance with the criteria in [§ 200.520](https://www.ecfr.gov/current/title-2/section-200.520) for the most recent audit;

(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,

(C) For public institutions, a higher threshold consistent with State law.

(v) ***Non-Federal entity increase to the micro-purchase threshold over $50,000.*** Micro-purchase thresholds higher than $50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in [paragraph (a)(1)(iv)](https://www.ecfr.gov/current/title-2/section-200.320#p-200.320(a)(1)(iv)) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.

(2) ***Small purchases*** -

(i) ***Small purchase procedures.*** The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.

(ii) ***Simplified acquisition thresholds.*** The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

(b) ***Formal procurement methods.*** When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with [§ 200.319](https://www.ecfr.gov/current/title-2/section-200.319) or [paragraph (c)](https://www.ecfr.gov/current/title-2/section-200.320#p-200.320(c)) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:

(1) ***Sealed bids.*** A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders are willing and able to compete effectively for the business; and

(C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

(A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(E) Any or all bids may be rejected if there is a sound documented reason.

(2) ***Proposals.*** A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

(i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections;

(iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and

(iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort.

(c) ***Noncompetitive procurement.*** There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

(1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see [paragraph (a)(1)](https://www.ecfr.gov/current/title-2/section-200.320#p-200.320(a)(1)) of this section);

(2) The item is available only from a single source;

(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;

(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or

(5) After solicitation of a number of sources, competition is determined inadequate.

**§ 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.**

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in [paragraphs (b)(1)](https://www.ecfr.gov/current/title-2/section-200.321#p-200.321(b)(1)) through [(5)](https://www.ecfr.gov/current/title-2/section-200.321#p-200.321(b)(5)) of this section.

**§ 200.322 Domestic preferences for procurements.**

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

**§ 200.323 Procurement of recovered materials.**

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 CFR part 247](https://www.ecfr.gov/current/title-40/part-247) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**§ 200.324 Contract cost and price.**

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under [subpart E of this part](https://www.ecfr.gov/current/title-2/part-200/subpart-E). The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

**§ 200.325 Federal awarding agency or pass-through entity review.**

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a “brand name” product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in [paragraph (b)](https://www.ecfr.gov/current/title-2/section-200.325#p-200.325(b)) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

**§ 200.326 Bonding requirements.**

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold (2022 $250,000), the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's requirements under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

**§ 200.327 Contract provisions.**

The non-Federal entity's contracts must contain the applicable provisions described in appendix II to this part.

1. State, local, territorial, and Tribal governments that receive a Federal award directly from a Federal awarding agency, such as Treasury, are ‘‘recipients.’’ A transferee receiving a transfer from a recipient under sections 602(c)(3) and 603(c)(3) will be a subrecipient. Subrecipients are entities that receive a subaward from a recipient to carry out a program or project on behalf of the recipient with the recipient’s Federal award funding. The recipient remains responsible for monitoring and overseeing the subrecipient’s use of Fiscal Recovery Funds and other activities related to the award to ensure that the subrecipient complies with the statutory and regulatory requirements and the terms and conditions of the award. Recipients also remain responsible for reporting to Treasury on their subrecipients’ use of payments from the Fiscal Recovery Funds for the duration of the award. Transfers under sections 602(c)(3) and 603(c)(3) must qualify as an eligible use of Fiscal Recovery Funds by the transferor. Once Fiscal Recovery Funds are received, the transferee must abide by the restrictions on use applicable to the transferor under the ARPA and other applicable law and program guidance. For example, if a county transferred Fiscal Recovery Funds to a town within its borders to respond to the COVID–19 public health emergency, the town would be bound by the eligible use requirements applicable to the county in carrying out the county’s goal. This also means that county A may not transfer Fiscal Recovery Funds to county B for use in county B because such a transfer would not, from the perspective of the transferor (county A), be an eligible use in county A. [↑](#footnote-ref-2)
2. “US Department of Treasury’s Reporting and Compliance document, Part 1, C. 2, Eligible Costs Timeframe. SLFRF funds may be used to cover eligible costs incurred during the period that begins on March 3, 2021 and ends on December 31, 2024, as long as the award funds for the obligations incurred by December 31, 2024 are expended by December 31, 2026. In no circumstances may costs be incurred before March 3, 2021.” [↑](#footnote-ref-3)