# FFY 2020 NSGP Procurement Policies

2 Code of Federal Regulations (CFR) - Part 200 requires each entity have established procurement guidelines to ensure the lowest responsible supplier is being utilized. The guidelines do not have be overly complex but should address how procurement occurs based on the projected value of the goods/services being sought.

The Guidelines can match those of the State of Connecticut, or be more stringent in nature. Here is an excerpt from the State of Connecticut’s Policy:

*a) Minor nonrecurring purchases of any type of goods or services up to $5,000 (annually, per item), also known as direct or open market purchases, may be made without obtaining quotations or bids.*

*b) Purchases over $5,000 and up to $50,000 (annually, per item) must be based upon, when possible, at least three written quotations or bids, from responsible and qualified sources of supply.*

[We do not need to see the three bids, however retain them for your grant file]

*c) Purchases over $50,000 and less than $200,000 (annually, per item) must be based upon, when possible, at least three written quotations or bids, from responsible and qualified sources of supply.*

[How you choose to make public the request for proposals is up to your entity ie. newspaper, cooperative purchasing groups, website posting…]

Additionally, the [non-Federal entity](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=e70d4d5b3d21f635ea2aec391214bde6&term_occur=999&term_src=Title:2:Subtitle:A:Chapter:II:Part:200:Subpart:D:Subjgrp:31:200.318) 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](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=dad614c8a49266d2767ab3a834546ad5&term_occur=999&term_src=Title:2:Subtitle:A:Chapter:II:Part:200:Subpart:D:Subjgrp:31:200.318). No employee, officer, or agent may participate in the selection, award, or administration of a [contract](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=dad614c8a49266d2767ab3a834546ad5&term_occur=999&term_src=Title:2:Subtitle:A:Chapter:II:Part:200:Subpart:D:Subjgrp:31:200.318) 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](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=dad614c8a49266d2767ab3a834546ad5&term_occur=999&term_src=Title:2:Subtitle:A:Chapter:II:Part:200:Subpart:D:Subjgrp:31:200.318). The officers, employees, and agents of the [non-Federal entity](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=e70d4d5b3d21f635ea2aec391214bde6&term_occur=999&term_src=Title:2:Subtitle:A:Chapter:II:Part:200:Subpart:D:Subjgrp:31:200.318) may neither solicit nor accept gratuities, favors, or anything of monetary value from [contractors](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=74f8c247fb5c2e5672df209600833d51&term_occur=999&term_src=Title:2:Subtitle:A:Chapter:II:Part:200:Subpart:D:Subjgrp:31:200.318) or parties to subcontracts.

Once your guidelines are completed, please submit them to us on your entity’s letterhead. Following these guidelines complied with the intent of 2CFR Part 200 and assists your entity in obtaining competitive pricing to ensure good stewardship of the federal funds.

Any questions refer them to [DEMHS.NSGP@Ct.Gov](mailto:DEMHS.NSGP@Ct.Gov)