



Procurement:

All Procurement & Contract transactions must comply with 2 CFR § 200 (Uniform Rules). To receive Public Assistance Federal funding, Applicants must use one of the following methods:

- Micro-purchase
- Small purchase procedure
- Formally Advertised Sealed Bid (recommended)
- Competitive proposal

Contract:

FEMA reimburses Contract costs incurred using the following payment obligations:

- Fixed-price
- Cost-reimbursement
- Time & Materials (not recommended)

Required provisions must be in all contracts awarded. The Applicant must oversee contractors to ensure performance is to conditions and specifications of the contract and any purchase orders.

NOTE: Cost-plus percentage and percentage-construction cost methods are not reimbursable.

Bid Summary & Estimates:

Define the Scope of Work (SOW) and costs before enabling the procurement process. For example, clearly line item the eligible SOW and costs on a formal bid summary before contacting potential contractors.

Professional Service Costs:

Professional and consultant services who are not officers or employees of the non-Federal entity are allowed. Services must be reasonable costs and in relation to the services rendered (2 CFR § 200.459).

Project Management & Design:

Applicant Labor activities to oversee procurement, review contract documents, oversee performance, perform engineering design services, conduct inspections, etc. that are tracked per project are eligible Force Account costs.

OR

The Applicant may hire a Contractor to provide a high degree of oversight to obtain reasonable assurance that the hired subcontractors used efficient methods and effective cost controls to complete the work.

References:

- 2 CFR § 200 (Uniform Rules).
- FEMA Public Assistance Program and Policy Guide (PAPPG) at www.FEMA.gov details more guidance and policy.