Governor’s Division of Emergency Management
State Administrative Agency

GDEM – SAA Information Bulletin
No. 11 March 3, 2009

To: All Council of Governments
All Texas State Homeland Security Grant Program Points of Contact

From: Jack Colley
Chief, Governor’s Division of Emergency Management

Subject: SOLE SOURCE PROCUREMENT REQUIREMENT GUIDELINE


Councils of government (COGs), state, local and other regional entities are provided homeland security grant funds to purchase goods and services allowable under the Homeland Security Grant Program Guidelines each fiscal year.

Grantees and Sub-grantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section for all competitive and noncompetitive purchases. The State Administrative Agency will impose the following additional federal requirements for all sole source procurements in excess of $100,000.00.

Grantees and Sub-grantees will maintain records sufficient to detail the significant history of procurements and consultant fees, (sole source: not to exceed the $450.00 per day rate). These records include but are not limited to the following:

a. rationale for method of procurement,
b. selection of contract type,
c. contractor selection or rejection,
d. copies of contracts,
e. lease agreement,
f. invoices
g. cancelled checks,
h. telephone or bid quotations, and
i. documentation for non competitive sole source or emergency purchases
j. documentation detailing consultant activities performed and how they relate to homeland security
k. number of hours spent in meeting and meeting minutes to support payment for these hours
l. provide information showing the basis of any council and the homeland security function the organization performs
m. provide identifiable deliverables resulted
The State Administrative Agency, (SAA) will require that all sole source purchases over the $100,000 threshold be submitted to the SAA for approval. The SAA will require the following additional documentation in order to approve any sole source purchases.

a. signature by the agency head or board chair,
b. why written specifications are needed,
c. reason why any competing products or services are not satisfactory and
d. sole source procurement checklist

The SAA will also require grantees and sub-grantees to submit all sole source purchase requests for approval through the Electronic Grants Management System using “SOLE SOURCE” as the title. Grantees and sub-grantees will receive an email letting them know when and if a sole source purchase is approved.

If you have any additional questions, please feel free to contact the Governor’s Division of Emergency Management (GDEM)/State Administrative Agency (SAA) by e-mail at SAA@txdps.state.tx.us or by fax at (512) 206-3137.