

Capital Projects Fund Guidance for Digital Connectivity and Navigators (5-CPF-2024)

Uniform Guidance 2 CFR 200.317 - 200.326

States - When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds (2 CFR 200.317).

All other non-federal entities - Must adhere to the Uniform Guidance at 2 CFR 200.318 through 200.326.

All **subrecipients** must adhere to the Uniform Guidance at 2 CFR Part 200 including the procurement standards.

General Procurement Standards:

1. Establish **written** policies and procedures that address the procurement of goods and services.
 - a. Establish settlement procedures related to disputes, protests, source evaluations, and claims.
2. A **method of procurement** to be used during the procurement process. Non-Federal entities are required to use methods of procurement described at 2 CFR 200.320 when competitively procuring.
3. Use of **full and open** competition.
 - a. Procurement transactions must not restrict competition.
 - b. Application of policies in all Federal and non-Federal procurements must be consistent.
4. Establish **written standards of conduct** that addresses disclosure of real, apparent, and organizational conflict of interest for all involved parties, such as staff and Board members.
5. Establish a process that promotes **transparency** and awarding only to **responsible** entities.
6. Avoid the purchase of **unnecessary** or **duplicative** items.
7. Establish policies and procedures that address noncompetitive or **sole source** procurement.
8. **Document** and make available for review the procurement history to include, but not limited to:
 - a. Rationale for procurement method.
 - b. Rationale for contract type including MOUs.
 - c. Basis for contractor selection or rejection.
 - d. Basis for contract price or award amount.
 - e. Separately negotiated profit.*

** Profit may not be earned from any Federal financial assistance award at 2 CFR 200.400(g) unless expressly authorized by the program.*

*As of October 28, 2024 the Uniform Guidance 2 CFR 200 updates do not apply to this award. The Office of Management and Budget (OMB) released revised Uniform Guidance on 10/1/2024, but these updates do not apply to the Capital Projects Fund grants. When referencing Uniform Guidance 2 CFR 200 (ecfr.gov) make sure to use the most recent version available prior to 10/1/24.