

2012 & 2013 TIG Grant Assurances on Contracting (GA 10 & GA 9, Respectively)

Approval of a TIG application does not imply LSC approval of any specific contractor. All procurement transactions must be conducted in a manner to provide, to the maximum extent practical, open and free competition. All third-party expenditures, regardless of cost, must be appropriately documented and are subject to 45 C.F.R. Part 1630 Cost Standards. As long as the recipient complies with the provisions on contracting set out below, it may add its own contracting requirements. In the event that the recipient expends more than \$3,500 of the funds provided to it pursuant to this grant on a single contract for goods provided or services to be performed by a third party that is not otherwise subject to the LSC Property Acquisition and Management Manual, it will:

- (a) Solicit bids from a minimum of three providers; if it is necessary to award a contract on the basis of fewer than three responses or to purchase from a "Sole Source" because of technical or quality requirements, organizational or personnel expertise, knowledge of the program, the lack of dependable vendors, or when there is an emergency, the reasons for this shall be documented;
- (b) maintain documentation for LSC review, including: the solicitation and receipt of bids or sole source justification; the reason for selection of a contractor; senior management approval of contractor selection and any sole source justification; the terms and conditions of the agreement; and all payments, adjustments and credits;
- (c) provide a copy of the contract to LSC with the payment request for the period in which the contract was executed (the submission of said contract is only for the purpose of verifying the execution of said contract and recipients remain responsible to ensure that, among other things, the process through which it was entered, its terms, and the expenditure of LSC funds pursuant to it, meet other applicable LSC requirements); and
- (d) ensure the proper expenditure, accounting for, and audit of the contracted funds.