

## **Outdoor Equity Grant Program Competitive-Bid Process Requirement**

(For nonprofit grantees only)

**Note: Only partnerships identified in the original competitive application are exempt from the competitive-bid process.**

1. Nonprofit grantees must attempt to obtain three bids before awarding a contract on a GRANT-funded project for services greater than \$10,000.
  - Bid description must include the requirement to comply with federal, state, and local wage laws.
  - Bid description must include all required project elements based on the original competitive application - Project Selection Criteria proposal, Grant Scope/Cost Estimate Form.
2. Nonprofit grantee provides each bidder (potential service contractor) the same written invitation for bid describing the project work to be performed based on “Best value” (determined by price, quality of materials, equipment, and workmanship), and the required project elements based on the original competitive application.
  - By signing the grant contract, the nonprofit grantee agreed to meet the specific objectives as described in the competitive Project Selection Criteria proposal.
3. Solicit bids by contacting at least three potential contractors or by invitation for bids, advertising, or a combination of both methods.
4. The nonprofit grantee’s governing board evaluates the bids to determine which contractor will provide the best value and will meet project requirements. The evaluation process must ensure no conflict of interest between the contractor and the nonprofit grantee’s governing board. The nonprofit grantee’s Board of Directors need not necessarily accept the lowest bid, but a reasonable justification for the decision must be recorded in writing.
5. The governing board selects a contractor and awards a contract.
6. For audit purposes, the nonprofit grantee keeps records of steps 1 – 5 above.

### **Waiver of Three-bid Requirement**

To request a waiver of the three-bid process requirement, the non-profit grantee must send a written request to the Project Officer assigned to the grant project and explain why a waiver is required.

- The waiver request may include “sole source” factors where only one contractor has the expertise to deliver the work.
- The waiver request may also include “public good” or other required factors that may be based on the Project Selection Criteria proposal in the competitive application.