Tubac Fire District Federal Funds Procurement Policy

The Assistance to Firefighters Grant Program requires that all federal grant program procurement activity must be conducted in accordance with federal procurement standards 2 C.F.R. §§ 200.317 – 200.327. To meet this requirement the Tubac Fire District will ensure that all procurement activity performed during the management of a federal grant award will meet these requirements in addition to our normal department procedures. A copy of these standards are attached to this policy letter for reference throughout the management of the grant award(s).

Procurement records will be maintained to provide sufficient details of each procurement transaction. These records must include the rationale for the procurement method, contract type selection, contractor selection or rejection, and the basis for the contract price. These include but are not limited to:

- Solicitation documentation, such as list of vendors solicited, requests for quotes, invitations for bids, or requests for proposals.
- Responses to solicitations, such as quotes, bids, or proposals, including no bid responses.
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses.
- Purchase orders/agreements, contract documents and amendments, including required contract provisions.
- Invoices for purchased items.
- Cancelled checks/electronic funds transfer records/bank statements documenting paid invoices.
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.

No department member, employee, officer, agent, or board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the federal grant award. A conflict of interest includes when the department member, employee, officer, agent, or board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract. A department member, employee, officer, agent, and board member of the recipient or subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors.

This policy letter indicates our acceptance and intent to comply with the requirements of 2 CFR 200.317-327 for all federal grant award procurement activities. This is agreed to on November 18, 2026, by Board approval and is acknowledged by the signatures below.

Sandy Johnson
Board Chair

Mary Dahl
Clerk