



# Nonprofit Security Grant Program -Procurement & Reimbursement Process-

# Procurement Process

Now that you met all administrative requirements to include **EHP** approval- its time to start the procurement process.

When selecting a vendor, choosing Equipment, Training, Exercise or Planning activities, its imperative you follow the [State of Kansas Procurement Policy](#) and can [justify](#) the expense with back-up documentation when submitting a Reimbursement Request.

Considerations should also include but not limited to;

- License, bonding, insurance, warranties, maintenance agreements and the ability to deliver within the performance period.
- Access & functional needs
- Women & minority businesses
- Ensuring the vendor is not disbarred
- Technology and services are protected from cyberthreats
- Ability to meet performance period deadlines

# Procurement Process- continued

Once you have defined your “non-vendor specific” specs for equipment or services and estimated costs you can follow the appropriate threshold for procurement.

State Contract- If you have access to a state contract that allows for nonprofits to utilize it, there will be no need to move down a threshold checklist and you can provide a copy of that state contract with your reimbursement request.

- **Expense at or less than \$4,999.99**
  - no competitive bidding- do shop around for best quality at a reasonable price
- **Expense between \$5,000 to \$24,999.99**
  - minimum of three (3) quotes received
- **Expense is between \$25,000 to \$49,999.99**
  - Sealed bid process used , Invitation to Bid , Public Bulletin Board - minimum ten calendar days
- **Expense is at or greater than \$50,000**
  - Sealed bid process used , Invitation to Bid , post on Kansas Register <https://sos.ks.gov/publications/kansas-register.html> - minimum of ten business days, excluding holidays and minus the first & last day of posting (+2)

The following *checklists* will help you make the right choices and think ahead to reimbursement submission which will require back-up documentation.

# Procurement Checklist

## Non-Profit Security Grant Project Documentation Checklist

<b>Non-Profit Name</b>	<b>Fiscal Year</b>
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### Procurement Method

- \$4,999 - No competitive bidding required; quotes are appreciated
- \$5,000 to \$24,999 - Minimum of three (3) quotes
- \$25,000 to \$49,999 - Invitation to bid sent, public bulletin board posted for three (3) day minimum, sealed bids
- \$50,000+ - Kansas Register posting – ten (10) day minimum, invitation to bid, sealed bids
- Request for Proposal
- Sole Source (prior SAA authorization)
- State Contract

### Vendors Notified

*Please type over this text with vendors you have notified.*



This Procurement Checklist will be used later when submitting a reimbursement request.

The checklist helps you ensure the state procurement policy is followed and you have all the necessary source documentation needed to submit your reimbursement request for successful payment.

### Publication

- Kansas Register
- Public Notice Board

*Please type over this text with what public notice(s) you used.*

Bid/Quote Opening Date	
Bid/Quote Closing Date	
Awarded Vendor	
If State Contract was used what is the Contract Number and Date Issued	
Date(s) of itemized invoice	
Proof of Payment (include details)	

# Request for Quote or Request for Proposal

## Request for Proposal (RFP)

The RFP is posted, and bids are submitted, and a vendor is chosen if it is within the budget.

Any questions that you are asked by a vendor needs to be shared with other vendors.

❖ A best practice for all procurement is to notify at least 3 vendors of the posting.

You can do this by email or put updates on the public notice (church website) and vendors can go there to check.

This includes the process that you want to use and the end results.

## Request for Quote (RFQ)

The RFQ is used when you let them know what the end product need is, but not how they need to get there.

You only ask for required qualifications and that is all that you get. You choose vendors to interview. You decide on a vendor and that vendor comes back to meet with you and the committee and/or yourself negotiate on what they will do and negotiate the price.

With both an RFP and RFQ, a contract is used in finalizing the RFP or RFQ and an example is available.

# Creating a Request For Proposal (RFP)

## Introduction

The **LEGAL NAME HERE**, acting as fiscal, hereby invites you to submit a **sealed proposal** on the goods and/or services as described below. A complete background on the **LEGAL NAME CAN BE ABBREVIATED HERE** and the procurement process it follows can be sought by going to **EMAIL HERE**.

## Project Specifications

Introduction (BRIEF SUMMARY OF NEEDED SERVICE)

Scope (DESCRIBE SCOPE OF WORK NEEDED)

Deliverables (WHAT SPECIFIC SERVICE IS TO BE COMPLETED BY VENDOR AND WHAT VENDOR WILL PROVIDE)

Pricing (WHAT IS YOUR BUDGET FOR DELIVERABLES)

Note: you can request “not to exceed” \$XXXXX

Selection Criteria and or Interview Process

Directions for Submission of RFP (AND WHERE/WHOM TO SUBMIT)

Such proposals must show the following information:

Sealed proposals (SUBMISSION DEADLINES)

Budget and Contract

# Creating and posting an invitation to bid

**LEGAL NAME HERE**

## **Notice to Bidders**

Sealed bids for NUMBER OF AND ITEM HERE plus accessories will be accepted by LEGAL NAME HERE, at MAILING ADDRESS HERE until TIME HERE, C.D.T., DATE HERE, at which time they will be publicly opened and read aloud at the same address. Copies of Instructions to Bidders and project specifications can be accessed by going to WEBSITE LINK OR EMAIL HERE. You can also contact the LEGAL NAME HERE at (###) ###-#### or by e-mail at \_\_\_\_\_. This action is being taken on behalf of LEGAL NAME HERE. Estimated project value exceeds \$25,000.00 OR THRESHOLD HERE.

Desired date of publication:

Billing Address:

Contact:                    NAME PHONE EMAIL

YOU CAN MAIL THIS WORD DOCUMENT TO [kansasregister@ks.gov](mailto:kansasregister@ks.gov)

*You can turn around and post this to your own website (public bulletin board)  
Again, best practice is reach out to at least 3 vendors about the notice to bidders*

# Bid tabulation of responses and choosing a vendor

Quotes/Bids Attendance

NSGP22 – Nonprofit name here

Date: here

Time: here

The following vendors were solicited for Bids or Quotes per state procurement policy.

<u>Name</u>	<u>Organization</u>	<u>City &amp; State</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Nonprofit name here				
RFQ or RFB Tab				
Item or service:			Address:	
Bid Opening Date:			Fiscal Year:	
Time:			Project Title:	nonprofit name here category here
	<b>Vendor #1</b>	<b>Vendor #2</b>	<b>Vendor #3</b>	<b>Vendor #4</b>
<b>Item(s)</b>				
security camera system	\$ -	\$ -	\$ -	\$ -
cameras (#)	\$ -	\$ -	\$ -	\$ -
software	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>Equipment Total:</b>	\$ -	\$ -	\$ -	\$ -
<b>Installation</b>	\$ -	\$ -	\$ -	\$ -
<b>Shipping / Handling</b>	\$ -	\$ -	\$ -	\$ -
<b>Other Charges</b>	\$ -	\$ -	\$ -	\$ -
<b>Total Cost</b>	\$	\$	\$	\$
Signed / Dated:				
Days Delivery				
Comments:				
Date Bid Expires				



# Creating and issuing a Contract

Any contract you create must have FEMA required articles or agreements (can be found in your award agreement) and you must ensure that the vendor is not disbarred from doing business. You can check the vendor for disbarment through [www.sam.gov](http://www.sam.gov) .

A contract Agreement should list the following:

- Who the contract is between
- Dates and location of performance
- Scope of Service
- Change in Services
- Communications
- Termination
- Conflict of Interest
- Arbitration
- Binding upon Successors
- Fiscal Agent and Contractor signatures

Examples are available

# Reimbursement Overview

Now that the work is completed- you have inspected and approve of final service or product-

prepare and organize your supporting documentation that will match your reimbursement requests

Supporting documentation- also known as Source Documentation includes;

- ✓ Procurement Checklist
- ✓ Bids or quotes
- ✓ Bid or quote tabulation sheet- this sheet lists out all bids or quotes obtained
- ✓ Pre-Approval forms such as for Planning/Training/Exercise also email approvals
- ✓ Correspondence
- ✓ Sealed bid information
- ✓ Cancelled checks - *if the cancelled check is for multiple charges or invoices, please note this (breaking out costs) on the copy or summary you will be providing the SAA*
- ✓ Any other documents that support your itemized invoice

# Reimbursement Process- note

- To encourage a consistent, fixed, and timely approach to processing reimbursement requests from sub-recipients, KHP HSO and Accounting staff will process reimbursement requests as soon as possible after receipt.
- KHP Accounting intends to conduct a drawdown of federal funds for processed reimbursements at least weekly and a minimum of twice every month. If there is a holiday or other reason KHP Accounting cannot complete a weekly drawdown they may alter the drawdown date or hold until the next Thursday.
- While KHP HSO will try to ensure all reimbursements received during the week will be in the drawdown those received later in the week may be delayed until the next drawdown.
- Sub-recipients should submit reimbursement requests *as they incur*. However, at a minimum, reimbursement requests will be submitted on at least a *monthly* basis to ensure better processing of requests.
- Reimbursement requests are usually submitted electronically and is readable with signatures being present.

Reference: 2 CFR 200.305 Payment

# Reimbursement requests

- Complete the reimbursement form, Procurement Checklist (SAA provides) and submit it with your itemized invoice and source documentation.
- Electronic reimbursement requests will be sent to the grant manager(s) attention Lt. Edna Cordner [edna.cordner@ks.gov](mailto:edna.cordner@ks.gov) , Melanie Lawrence [melanie.lawrence@ks.gov](mailto:melanie.lawrence@ks.gov) and carbon copy [KHP.Homeland@KS.GOV](mailto:KHP.Homeland@KS.GOV) .
- The reimbursement request cover sheet must be accompanied by the following:
- Completed Kansas Homeland Security Grant Program Reimbursement Request/Request for Funds coversheet with attached invoice(s)
- Supporting Source documentation related to reimbursement requests based on activity (Equipment, Exercises, Planning, Salary or Training). Source documentation requirements for the appropriate reimbursement should include:

Time and attendance records

Fringe benefit rate

Invoices and purchase orders

Executed contracts

Training/Exercise attendance records

Meal sign-in sheets

Payroll registers

Receipts

Quote(s) or bid process documentation (Checklist)

Travel authorization forms/travel vouchers

Course materials

Cancelled checks / External source (e.g., financial institution)

# Reimbursement Request Form

## Kansas Non-Profit Security Grant

### FY2XXX Reimbursement Form

Your nonprofit name here

Lead Contact:	Pre-populated	Reimbursement Number:	
	phone#####	Grant	Account
	<a href="#">email address</a>	2XXX NP	XXXXXX
	SMART Vendor Number: XXXX	Fund	XXXX

Only five (5) invoices per reimbursement request. Additional invoices require additional reimbursement request form(s).

AEL and Short Description	Vendor	Requested Funds
Total Requested Amount:		\$ -

I certify that to the best of my knowledge and belief that the data above is correct, that all outlays were made and costs incurred in accordance with the grant conditions and other agreements, that payment is due and has not been previously requested.

Submitted by:	pre-populated		
	Printed Name	Signature	Date
SAA Authorization:			
Submit to:	KHP Homeland Security and Accounting		
Melanie Lawrence	and	LT Edna Cordner	and Accounting
<a href="mailto:melanie.lawrence@ks.gov">melanie.lawrence@ks.gov</a>		<a href="mailto:edna.cordner@ks.gov">edna.cordner@ks.gov</a>	<a href="mailto:khphomeland@ks.gov">khphomeland@ks.gov</a>

Your responsibility is in the highlighted areas of this form.

**Orange boxes** contain drop down boxes  
**Yellow boxes** is where you enter the vendor and the request amount of funding  
**Reimbursement Number:** This is a drop-down box. Please keep your reimbursements in numerical order (1, 2, 3...) This helps us catch if we have not received or overlooked a reimbursement when they are out of order.

**AEL and Short Description:** This was provided in your application and is customized for your FY21 grant funding. You are limited to only receiving grant funds for items in these categories. Select the appropriate category for the invoice(s) being reimbursed for this payment request. AEL numbers should be listed on your approved IJ in the Target Hardening section. Do not submit unapproved AEL's or unapproved activities in your reimbursement.

**Vendor:** Put the name of the vendor in this section.

**Requested Amount:** If the amount is different from the invoice, please explain in the email the reason for this difference. Maybe you didn't have enough funds near the end of the project and your non-profit is covering the remaining amount. Maybe the vendor provided extra services not covered by the FY21 Non-Profit Security Grant. By providing an explanation

**Submitted by:** This has been prepopulated by information on the application. You can change this. If one person is submitting and authorizing, please fill out both sections.

Please include **PROCUREMENT DOCUMENTS**. Depending on the amount of your request this could include quotes, bids, and request for proposals.

Please include **PAYMENT INFORMATION**. If you need the reimbursement to pay the vendor, please let us know in the email, and that you will **send proof in 30 days**. Proof of payment could include cancelled check, bank or credit card statement highlighting vendor payment (you are welcome to black out other information if you desire), receipt, or letter from vendor stating specific item or service in the amount of request has been paid.

# RESOURCES

Nonprofit Security Grant Program resources website

<http://datacounts.net/nsgp>

FEMA-NSGP Guidance

<https://www.fema.gov/grants/preparedness/nonprofit-security>

Preparedness Grants Manual

<https://www.fema.gov/grants/preparedness>

Kansas Procurement

<https://www.admin.ks.gov/offices/procurement-and-contracts>

Code of Federal Regulations

<https://www.ecfr.gov/cgi-bin/ECFR?page=browse>

Kansas Homeland Security Preparedness Grant Programs Policy Manual

<http://datcounts.net/nsgp>



# Questions?

*Lieutenant Edna Cordner*

*Kansas Highway Patrol*