



c/o Chittenden County RPC
110 West Canal Street, Suite 202
Winooski, VT 05404

www.ccrpcvt.org/northern-lake-champlain-cwsp/

802-861-0133

CWSP / BWQC Requirements for Procurement Adopted by BWQC: 7/17/23

Subgrantees and Clean Water Service Provider (CWSP) must abide by the following:

- 1 . efforts to contract for professional *services* (e.g., from subcontractors such as engineers, designers, etc.) must include soliciting proposals from at least three potential firms, either from pre-qualified CWSP contractors or the business community;
- 2 . purchasing of *goods* shall require the solicitation of at least two different quotations, except when purchasing items valued at \$1,000.00 or less;
- 3 . records related to the procurement of services shall be retained for the term of the contract plus three years;
- 4 . records related to the procurement of goods shall be retained for one year after the audit covering the period of purchase of those goods;
- 5 . procurement of a *good* or category of goods totaling \$15,000.00 or greater from one vendor in one year shall be by written contract;
- 6 . equipment and other durable assets purchased shall be maintained.
- 7 . when a subgrantee or a CWSP solicits bids for construction services (to install/implement a water quality project), the subgrantee or CWSP must competitively procure consistent with DEC Guidance.
- 8 . a contractor may continue to work for a subgrantee or a CWSP on future phases (e.g., through Final Design, Construction/Implementation, etc. of a clean water project) but only under a strict set of circumstances. The circumstances are if the initial solicitation for contractor services mentions the need for both:
 - a. a cost quote and a detailed Scope of Work on the 'current' solicited phase, and
 - b. a cost range estimate (staff, equipment, etc.) and a general description of potential/anticipated work tasks on future phases, and

Thus, unless a subgrantee can show that a solicitation was sought from three or more firms for all, applicable proposed current and future phases of a project (e.g., Preliminary Design, Final Design, Construction Oversight, Operations/Management and/or Inspection/Verification), a subgrantee would need to repeat the procurement process at each step.