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CWSP / BWQC Requirements for Procurement

First Adopted by BWQC on7/17/23; amended by BWQC on 5/15/25

Subgrantees of the 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.) where the value is estimated to exceed $25,000, 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. in all other aspects of procurement related to the use of funds provided by the CWSP, the subgrantee shall follow its own procurement policy, and
8. subgrantees are strongly encouraged to use competitive procurement whenever possible throughout the life of a project as it makes their project more efficient in terms of dollars spent per kilogram of phosphorus reduction and thus more likely to be approved for funding by the Basin 5 Water Quality Council.

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.

CCRPC, as the Clean Water Service Provider (CWSP) shall abide by its Procurement Policies which are regularly updated to comply with requirements promulgated by the Vermont DEC.