



North Carolina
Department of Commerce
Division of Community Assistance

Beverly Eaves Perdue, Governor
J. Keith Crisco, Secretary

Henry C. McKoy, Asst. Secretary
Gloria Nance-Sims, Director

BULLETIN: 10-10 (Replaces 88-3)

SUBJECT: Procurement by Localities Participating in the Small Cities
Community Development Block Grant Program

DATE REVISED: September 13, 2010

ATTENTION: CDBG Recipients

This bulletin is to remind grantees of the procurement and documentation guidelines contained in 24 CFR, Part 570.497, Community Development Block Grants; OMB Circular A-102, Grants and Cooperative Agreements With State and Local Governments; and North Carolina Community Development Block Grant Program Regulations 4 NCAC 19L, Section .0908, Procurement.

After a grantee advertises for a Request for Proposal (RFP), bid, or other procurement effort and receives a single response, the grantee should immediately advertise in a different newspaper with circulation in the grantee's area. After the second advertisement and receipt of a single response, the grantee is to request, by letter containing the dates and newspaper names, approval from The Division of Community Assistance (DCA) to negotiate an agreement/contract with the single respondent.

When direct solicitation procurement results in a single response, the grantee must advertise in a newspaper with the largest circulation in the grantee's area. After the advertisement and receipt of a single response, the grantee is to request, by letter containing the dates of the direct solicitation, number of firm's solicited, newspaper name and date advertised, approval from DCA to negotiate an agreement/contract with the single respondent.

Please review your procurement procedures to insure that you are maintaining adequate documentation. In all instances where non-competitive negotiation is contemplated, approval from DCA must be obtained prior to entering into an agreement/contract.

Please address any questions or need for additional information to your grant Program Representative.

Issued By: Gloria Nance-Sims
Gloria Nance-Sims, Director

09-13-10
Date