



9492 West Emerald Street | Boise, ID 83704

LEA 566

FINANCIAL MANAGEMENT

7400P

Procurement Under a Federal Award

In addition to its other policies and procedures regarding procurement, Cardinal Academy shall adhere to the following requirements when making procurements under a federal award.

Cardinal Academy shall:

1. Ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be produced, and set forth those minimum essential characteristics and standards to which the material, product, or service must conform. Cardinal Academy will identify all requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals.
2. Provide a written method for conducting technical evaluations of the proposals received and for selecting recipients, including factors considered for the evaluation, who performs the evaluation, the number of evaluations performed, the timeframe for conducting any evaluations; and the selection of a vendor and whether another position reviews the evaluation.
3. Maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
4. Avoid acquiring unnecessary or duplicative items;
5. Consider consolidating procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
6. Maintain a list of prequalified person, firms, or products which are used in acquiring goods and services and include enough qualified sources to ensure maximum open and free competition.
7. Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy,

record of past performance, and financial and technical resources.

8. Maintain records sufficient to detail the history of procurement. These records will include:
 - A. Rationale for the method of procurement;
 - B. Selection of contract type;
 - C. Contractor selection or rejection; and
 - D. The basis for the contract price.

9. The use of a time and materials type contract is prohibited unless Cardinal Academy determines that no other contract is suitable. Time and materials type contract means a contract whose cost to Cardinal Academy is the sum of:
 - A. The actual cost of materials; and
 - B. The direct labor hours charged at an hourly rates that reflect wages, general and administrative expenses, and profit

When this type of the contract is used, it will include a ceiling price that the contractor exceeds at his or her own risk. Cardinal Academy will assert a high degree of oversight over such contracts to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

10. Be responsible for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are limited to, source evaluation, protests, disputes, and claims.

11. Cardinal Academy will adhere to any additional procurement rules as applicable to specific federal programs.

Time and Effort Documentation

Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. Such work shall be documented on Form 7400F.

Policy History:

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