

City of Phoenix
Public Transit Department | Compliance Section
PTDcompliance@phoenix.gov

SUBRECIPIENT MICROPURCHASE PRE-AWARD FORM
FTA-FUNDED PROCUREMENTS

(For Procurements Valued Below \$10k or Subrecipient Procurement Code Threshold Amount, Whichever is Less)

FORM INSTRUCTIONS

This form is for purchases valued up to the federal micropurchase amount of \$10k, OR within the Subrecipient’s Procurement Code threshold amount for micropurchases, whichever is less.

The City of Phoenix (“**City**”), acting by and through its Public Transit Department (“**PTD**”), is the designated recipient of Federal Transit Administration (“**FTA**”) funds. Under FTA Circular 4220.1G ch. III, § 3, the City is obligated to ensure that third-party contracts comply with applicable federal, state, and local requirements. Because of these obligations, PTD reviews FTA third-party contracts before approving funding to ensure the costs of third-party procurements comply with federal laws/regulations and are eligible for federal funding.

The purpose of this form is to standardize the micropurchase pre-award third-party procurement review process across all subrecipients. Before issuing a purchase order or executing a contract, the Subrecipient conducting the procurement must complete this form, then email all of the required documentation to PTDcompliance@phoenix.gov to obtain approval to proceed.

A “micropurchase” is the acquisition of supplies or services valued at **\$10,000 or less** (the micropurchase threshold). The Subrecipient may set lower thresholds for micropurchases in compliance with state and local law or otherwise as it considers appropriate. The Subrecipient threshold can be more, but not less, restrictive than the federal micropurchase requirements. If the Subrecipient's micro-purchase threshold is higher than the federal threshold, then the Subrecipient is constrained to comply with federal threshold requirements.

Micropurchases may be awarded without soliciting competitive price or rate quotations if the Subrecipient determines the price to be fair and reasonable (based on research, experience, purchase history, or other information) and documents that determination in its files accordingly. The Subrecipient should distribute micropurchases equitably among qualified suppliers. The Subrecipient may not divide or reduce the size of its procurement merely to avoid the additional procurement requirements applicable to larger acquisitions. See FTA Circular 4220.1G ch. VI, § 3(a) (please note that the micropurchase threshold was increased to **\$10,000** under FAR 2.101 and 48 CFR 2.1).

PTD’s standard review time is ten business days. Failure to complete the form in its entirety and provide all of the information required will result in delays for the City’s approval, with each resubmission requiring up to ten business days to review.

PRE-AWARD REVIEW SEQUENCE	RESPONSIBLE PARTY
1. Before issuing a purchase order or executing a contract, Subrecipient must email this signed, completed form with all required documentation in one package to PTDcompliance@phoenix.gov .	Subrecipient
2. PTD Compliance will conduct a review of the pre-award documentation and supporting documents and either provide approval or rejection with comments in writing at the end this form.	PTD

COMPETITIVE PROCUREMENTS
Subrecipient Micropurchase Pre-Award Form

Subrecipient Name:	Primary Contact Name:
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Primary Contact Phone:	Primary Contact Email:
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Micropurchase Description:

Subrecipient's Micropurchase Procurement Threshold Amount (per its Procurement Code):
 \$

Aggregate Value: \$

NAICS Code(s) and Description(s) for the Procurement (code listing available at naics.com/search):

FAIN Number:	Federal Funding Percentage:
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Federal Grant Type:	Federal Grant Funding Amount:
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PRE-AWARD DOCUMENT SUBMITTALS	CHECK
1. Determination of Fair and Reasonable Price - signed and dated by Subrecipient	<input type="checkbox"/>
2. Davis-Bacon Act and Copeland "Anti-Kickback" Act Clause (if applicable: \$2,000+ and Construction Only)	<input type="checkbox"/>
3. Draft Purchase Order or Contract	<input type="checkbox"/>

CONTRACTOR SELECTION

Selected Contractor:

Subrecipient's targeted date to seek Council/Board authority for contract award (after approval of this Pre-Award submission), if applicable:

SUBRECIPIENT ACKNOWLEDGEMENTS AND AUTHORIZED SIGNATURES

The Procurement Officer certifies that the purchase order or contract price is fair and reasonable based on a determination of fair and reasonable price:

yes

no

By signing below, Subrecipient (procuring entity) verifies that all submitted pre-award documents have been thoroughly reviewed for accuracy and the foregoing information is true and correct.

Manager Review Completed: yes N/A

Procurement Officer Name

Procurement Officer Signature

Date Signed

Procurement Director Name

Procurement Director Signature

Date Signed