**REQUEST FOR DOE/LIHEAP PURCHASES OVER $5000**

NORTH DAKOTA DEPARTMENT OF COMMERCE

DIVISION OF COMMUNITY SERVICES

SFN (04/18)

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| ***The minimum information listed below is required by DOE and LIHEAP for approval of vehicle and capital equipment purchases over $5,000.*** | |
| Name of requesting Grantee  ND Department of Commerce, State of North Dakota | |
| Name of Local Agency | Date |
| Local Agency Contact Person | Telephone Number |
| 1. Please describe purchase being requested. | |
| 1. Please describe where the vehicle or equipment will be used and how (specify full or part time use in Weatherization program). | |
| 1. Please state if this purchase is a replacement or an expansion for ramp-up. If it is for replacement, how is the trade-in being addressed? | |
| 1. Briefly describe how the procurement will be done, and confirm that Agency, State and Federal procurement guidelines will be met. 2. 2 CFR 230 (former OMB Circular A-122) – Cost Principles for Non-Profit Organizations. *Subpart D requires quotes must be obtained from an adequate number of qualified resources.* 3. Number of bids solicited – 4. Number of bids received – | |
| 1. What are the funding source(s) (e.g., 2013 DOE Weatherization Program Operations funds) for purchase being requested, and what funding source(s) was used to purchase the trade-in? ***Subgrantee T&TA funds are not an allowable option***. | |
| 1. Attach copies of the Request for Proposal, bid specifications (and equipment description with options requested), and bids received. | |
| 1. Please provide statement that lowest bid will be selected, or a sufficient justification of the “best value selection” if lowest bid is not recommended for DOE approval. | |
| 1. Attach budget amendment form if using a grant with a previously approved budget. | |
| 1. Attach picture of vehicle or equipment being replaced. | |
| 1. Attach updated spreadsheet of vehicles and equipment inventory. | |