



CONSERVATION AND RESOURCE DEVELOPMENT DIVISION

Renewable Resource Grant Program - RRG

Reclamation Development Grant Program - RDG

PROCUREMENT GUIDANCE AND PROCUREMENT PLAN

Procurement Plan Requirement

Each DNRC applicant or grant recipient must create a procurement plan to identify the goods and services for which it will seek reimbursement under its DNRC grant, as well as the procurement process the entity will use or has used in accordance with applicable Federal, State, and local requirements. The procurement plan should cite the steps a grant recipient will undergo to ensure that prior to requesting reimbursement, all project expenditures are eligible.

A procurement plan template and example are included at the end of this guide.

Procurement Requirement

Grant recipients are responsible for ensuring any procurement using DNRC grant funds, or payments under procurement contracts using such funds, are no less stringent than the procurement standards set forth in the Montana Procurement Act (Title 18, Chapter 4) and local procurement laws, rules, or policy. Grant recipients are responsible for determining the most appropriate instrument of procurement.

Procurement Documentation

Grant recipients must maintain records sufficient to detail the history of procurement. Records include, but are not necessarily limited to, the following:

- The rationale for the method of procurement;
- Selection of contract type;
- Contractor selection or rejection; and,
- Basis for the contract price.

This documentation may be requested and reviewed by DNRC when monitoring grant activities or by independent auditors during an audit. Documents must be held for eight years after the termination or expiration of the grant agreement.

STATE OF MONTANA PROCUREMENT LIMITS

Grant recipients are responsible for ensuring any procurement using DNRC grant funds, or payments under procurement contracts using such funds, are no less stringent than the procurement standards set forth in the Montana Procurement Act (Title 18, Chapter 4) and local procurement laws, rules, or policy.

Grant recipients are responsible for determining the most appropriate instrument of procurement.

The information below is guidance only and is static. It does not constitute legal advice.

GOODS AND SERVICES	CONSTRUCTION	LICENSED PROFESSIONAL SERVICES
Competitive Invitation for Bid (IFB) or Request for Proposals (RFP) Award to lowest responsive bidder	Competitive Invitation for Bid (IFB) Award to lowest responsive bidder	Request for Qualifications (RFQ) Award to most qualified and negotiate rate
Limited Solicitation – Minimum of 3 Quotes Award to lowest responsive bidder		\$100,000
Direct Negotiation – No Quotes Rotate vendors		\$50,000
Direct Negotiation – No Quotes Rotate vendors		\$10,000
MCA, Title 18, Chapter 4		

LIMITED SOLICITATION / SMALL PURCHASE WORKSHEET

Grant recipients may use this template to document limited solicitation.

Grant Recipient: _____

Project Title: _____

Grant Agreement Number: _____

<u>PRODUCT/WORK DESCRIPTION</u>	<u>BRAND/MODEL (Equipment)</u>		
	Vendor 1	Vendor 2*	Vendor 3*
Vendor Name	1.	1.	1.
Contact Person	2.	2.	2.
Phone/Email	3.	3.	3.
Date of Outreach	4.	4.	4.
Price Quoted			
Vendor Awarded**			

*Three attempts to contact can be considered a quote price of "no response" and no additional attempts are required.

**Work should be awarded to the most cost-effective option that can provide the work/supplies required. Items such as shipping charges and travel distances should be included in determination of the most cost-effective option.

PROCUREMENT PLAN TEMPLATE

Grant recipients or applicants may use this template to create a procurement plan for grant expenses. This is an example format only. Other formats or plans may be acceptable.

Recipient Name: _____

Project Name: _____

DNRC Grant Number: _____

Grant Award Amount: _____

Governing Rule/Regulation:
Reference the specific law, rule, bylaw, or policy that governs the local government entity’s procurement. If appropriate, provide a link to the document.

Goods or Services:
For each good or service (including construction) the grantee expects to reimburse with DNRC grant funds, complete the fields below. Complete one table for each good or service. Please send documentation of procurement, including any executed contracts or task orders, to DNRC as soon as they are available.

Type of Good or Service Needed	
Brief Description of Good, Service, Construction	
Estimated Total Cost (Cost of Contract)	
Estimated Timeline for Procurement	
Procurement Process Used or To Be Used	

EXAMPLE PROCUREMENT PLAN – DO NOT COPY

Recipient Name:	Town of XYZ
Project Name:	XYZ Wastewater System Improvements
DNRC Grant Number:	RRG-25-9999
Grant Award Amount:	\$125,000

Governing Rule/Regulation:

Reference the specific law, rule, bylaw, or policy that governs the local government entity's procurement. If appropriate, provide a link to the document.

XYZ Town Procurement Policy, Resolution 2025-005
Link: www.XYZ-town-MT.gov/procurement-policy-2025

Goods or Services:

List all to be reimbursed with this grant.

Type of Product or Service Needed	Engineering Services
Brief Description Good, Service, Construction	Preliminary Design, Final Design, RPR, and Professional Services for the Town of XYZ's Water Improvements Project.
Estimated Total Cost (Cost of Contract)	\$80,000 - \$100,000
Estimated Timeline for Procurement	Publish an RFQ in June 2025. Review, award, and contract by August 2025.
Procurement Process Used or To Be Used	Formal Solicitation. Town of XYZ will publish an RFQ for 30 days. It will then review qualifications and select a firm in accordance with the Town of XYZ's documented process.