

## **MARITIME HERITAGE GRANT PROCUREMENT PROCESS**

Standards for procurement (the purchase of goods and services) under projects supported by Maritime Heritage grant funds through the MHC must be carried out in compliance with the provisions of applicable Federal laws and [CFR 2 CFR 200.318 -- General Procurement Standards](#).

These standards are intended to ensure that materials and services are obtained efficiently and economically and in compliance with provisions of applicable Federal Law and Executive Orders.

Grant recipients may use their own procurement procedures which reflect applicable State and local laws and regulations, provided that they conform to these standards and Federal Law. Some grant recipients will follow or pattern their procurement after the MA state procurement methods which are more restrictive.

The MA state procurement methods are located here: [Procurement Charts Revised November 2022](#). MA state procurement methods are based on the type of purchase, as well as dollar threshold. If following state procurement, please download the chart that is most applicable to your project and follow the required steps in the process. Chapter 30B is used in procuring goods and services. Please contact MHC if you have questions regarding procurement methods.

Please note:

All procurement transactions must be conducted in a manner that provides maximum open and free competition regardless of dollar value.

Grant recipients must ensure that contractors perform according to their contracts.

Grant recipients must have a code of conduct to ensure against conflict of interest.

Grant recipients must maintain a property inventory record and comply with the property management requirements set forth in 2CFR 200.310 through 200.316 for all equipment purchased with grant funds and must report on all equipment in the final report. When grantees are ready to dispose of equipment purchased with grant funds and the equipment retains a value of \$5000 or more per unit, written disposition instructions must be requested from, and approved by the National Park Service, through the submission of a SF428c, *Tangible Personal Property Report-Disposition Request/Report*.

Affirmative steps must be taken to assure that small, minority or women's businesses are utilized when possible as sources of supplies, equipment, construction and services. Please see: [Supplier Diversity Office \(SDO\) | Mass.gov](#) for applicable provider lists.

Helpful resources:

[Practical Guide to Drafting Effective Invitations for Bids and Requests for Proposals for Supplies and Services](#)

[The Chapter 30B Manual: Procuring Supplies, Services and Real Property, May 2023](#)

[Non-Profit Purchasing Programs | Mass.gov](#)