

U.S. Department of Labor (DOL) Federal Procurement Requirements Applicable to FCCJ (May 2008)

1. Equipment costing \$5K+ requires DOL pre-approval by their FPO (even after FCCJ receives their award packet). Pre-approval shall be “before” FCCJ begins the purchasing award process.
2. Equipment <\$5K or if the life is < one year or not moveable, it is not “tangible property” to the DOL and thus no pre-approval by DOL is required.
3. DOL funded property (i.e., >\$5K) must be barcoded and tagged as well as show the percentage of federal participation in the acquisition cost for the property record.
4. Disposition of property: DOL has unique disposition rules for \$5K and property. (See uniform administration requirement part 95 & 97) where we are required to ask DOL what to do with surplus property before disposal.
- 5A. Competition/Competition (DOL expects purchases to be bid out or piggybacked off a contract that was bid.)
- 5B. Sole source will not work with BPO’s, must be solicited. Annual indefinite quantity contracts are okay if bid.
6. If purchasing building materials to construct homes to sell, DOL funds are not allowable for construction projects. If training construction, the training supplies can be charged to a DOL grant and if sold, the DOL needs to be reimbursed for the cost of those materials.
7. Consultants can not be a sole source and must be bid out (not RFQ) and must not exceed \$500/day.
8. DOL has unique purchase attestation requirements beyond the US DOE requirements which includes Special Condition # 15.06.
9. Public Announcements: When placing ads for press releases, RFP/ITB bids and other documents, project/program FCCJ shall clearly state:
 - a) The percent of total program cost financed by federal money.
 - b) The total \$ amount of Federal Funds in the program.
 - c) Ad also read: ...”This project was funded in (part/whole) by a grant awarded under (the Presidents Community – Based Job Training) Grant, as implemented by the U.S. Department of Labor (Employment and Training Administration)...”