

AUTOCERTIFICACIÓN DE CUMPLIMIENTO DE PROCESOS DE ADQUISICIÓN

Los **subrecipientes** deben certificar que han ejecutado sus procesos de adquisición de acuerdo a la reglamentación federal 2 C.F.R 200, 83 FR 5844, 83 FR 40314 y 84 FR 45838 para CDBG-MIT. Es requisito completar el formulario e incluir copia de la misma en cada factura que aplique.

PASOS PARA COMPLETAR FORMULARIO DE AUTOCERTIFICACIÓN DE CUMPLIMIENTO DE PROCESOS DE ADQUISICIÓN

GOVERNMENT OF PUERTO RICO
DEPARTMENT OF HOUSING

PROCUREMENT PROCESSES COMPLIANCE SELF-CERTIFICATION Community Development Block Grant – Disaster Recovery

I, _____ of legal age, of marital status (married/ single), and resident of _____ have been designated as the authorized representative of _____ (hereinafter, "the Subrecipient"). In such regard, I hereby certify that:

Nombre de Representante Autorizado

Lugar de Residencia

Estado Civil

Nombre de la Organización

COMPLETAR LA SIGUIENTE INFORMACIÓN

Identificar el método de adquisición	1. The Subrecipient has completed _____ [procurement process name and number] procurement process for _____ [goods and/or services] under one of the following methods (2 C.F.R. §200.320): <ul style="list-style-type: none"> <input type="checkbox"/> Micro Purchase <input type="checkbox"/> Small Purchase <input type="checkbox"/> Sealed Bids <input type="checkbox"/> Request for Proposals <input type="checkbox"/> Qualification Based Procurement of Architectural/Engineering (A/E) <input type="checkbox"/> Non-Competitive 	Nombre y Número del Proceso de Adquisición	
Cantidad total Estimado de Costo	2. An Independent Cost Estimate was made in accordance with 2 C.F.R. §200.324. Total Estimated Cost: \$ _____ Date: _____	Tipo de Bienes y/o Servicios	Fecha del Estimado de Costo
	3. The procurement process was conducted in a manner providing full and open competition as established on 2 C.F.R. 200.319.		
	4. The necessary steps to assure that small and minority businesses, women's business enterprises, and labor surplus area firms were used, when possible (2 C.F.R. §200.321).		
	5. For construction, alteration, or repair contracts in excess of \$2,000 the requirement of 40 U.S.C. §3141 et seq. (Davis Bacon Act) was followed.		
	6. The procurement process was advertised, if applicable (2 C.F.R. §200.320).		
	7. The procurement process required bonding for all construction or facility improvement projects, if applicable (2 C.F.R. §200.326).		
	8. A cost and price analysis was made in connection to the procurement process in excess of the Simplified Acquisition Threshold (2 C.F.R. §200.324).		
	9. A cost reasonableness determination (evaluation of the cost or price) was made in connection to the procurement process. (Federal Register Vol. 83, No. 28 (February 9, 2018), FR-6066-N-01, 83 FR 5844).		
	10. The procurement process was awarded to the responsible contractor possessing the ability to perform successfully under the terms and conditions of a proposed procurement (2 C.F.R. 200.318). Contract Number or Purchase Order Number Awarded Amount \$ _____	Incluir todos los Contratos y Órdenes de Compra de un mismo proceso y la Cantidad Total	
	11. The Subrecipient maintains records sufficient to detail the history of procurement. The procurement file includes, but is not limited to the rationale for the method of procurement, selection of contract type; contractor selection or rejection; and basis for the contract price (2 C.F.R. 200.318).		

Marcar SI, NO y/o N/A según aplique

I, _____ [an authorized representative of the Subrecipient], certify that I have read the foregoing list and that the responses provided are true and correct to the best of my knowledge and belief.

Nombre del Subrecipiente, Firma del Representante Autorizado y Nombre en Letra de Molde del Representante Autorizado

Name of the Subrecipient

Signature of Authorized Representative

Printed Name of Authorized Representative

Date

Fecha de la Firma

¿CUÁNDO EL SUBRECIPIENTE DEBERÁ ENVIAR LA AUTOCERTIFICACIÓN DE CUMPLIMIENTO?

Se requiere completar una auto certificación para cada proceso de adquisición

La auto certificación se completa una (1) sola vez al efectuar un proceso de adquisición

Incluir copia de la autocertificación en cada factura, según aplique (factura por bien o servicio)



RECURSOS ADICIONALES

- Para preguntas, acceda al **Grant Compliance Portal** y diríjase al módulo de **Preguntas Frecuentes** o **Request for Information**