



Town of Clyde Park Procurement Plan

Grant Program: DNRC Renewable Resource Grant (RRG) Program

Governing Procurement Authority: Montana Procurement Act (Title 18, Chapter 4, MCA)

Applicant: Town of Clyde Park, Montana

1. Purpose of Procurement Plan

This Procurement Plan is prepared to comply with the DNRC Procurement Guidance and the 2026 RRG Application requirements. The purpose of this plan is to identify the goods and services for which the Town of Clyde Park may seek reimbursement under an awarded DNRC RRG grant and to document the procurement methods that will be used to ensure all procurements comply with applicable state and local laws and any procurement policies adopted by the Town. The Town of Clyde Park follows the Montana Procurement Act (Title 18, Chapter 4, MCA) for all procurements using DNRC grant funds.

2. General Procurement Standards

All procurements conducted using DNRC RRG grant funds will:

- Follow the Montana Procurement Act (Title 18, Chapter 4, MCA).
- Be conducted in a manner providing full and open competition to the maximum extent practicable.
- Avoid conflicts of interest and ensure ethical procurement practices.
- Be documented to demonstrate compliance, cost reasonableness, and eligibility for reimbursement.

Procurement documentation will be retained by the Town for a minimum of eight (8) years following expiration or termination of the DNRC grant agreement, in accordance with DNRC guidance.

3. Anticipated Procurements

The Town of Clyde Park anticipates the following categories of procurement for the RRG-funded project. Actual procurement needs may vary depending on final project scope and funding availability.

3.1 Professional Services

Professional services may include engineering, surveying, geotechnical services, construction administration, grant administration, and special inspections.

- **Procurement Method:** Competitive solicitation consistent with the Montana Procurement Act for professional services.
- **Selection Basis:** Qualifications-based selection and cost reasonableness, as applicable.
- **Documentation:** Solicitation method, evaluation criteria, consultant selection rationale, and executed contracts.

3.2 Construction Services

Construction services may include water system improvements such as piping, tanks, wells, related appurtenances, and associated site work.

- **Procurement Method:** Formal competitive bidding (Invitation for Bids) in accordance with Title 18, MCA.
- **Selection Basis:** Lowest responsive and responsible bidder.
- **Documentation:** Bid advertisement, bid tabulations, bid evaluation, and construction contract.

3.3 Materials, Equipment, and Supplies

Procurements may include construction materials, equipment, or supplies related to the project.

- **Procurement Method:**
 - Small purchases or limited solicitation for items below applicable thresholds.
 - Formal competitive solicitation if thresholds are exceeded.
- **Selection Basis:** Most cost-effective option meeting project requirements.
- **Documentation:** Quotes, outreach records, selection rationale, and purchase records.

Limited solicitation worksheets may be used to document small purchases, consistent with DNRC guidance.

4. Procurement Process and Controls

The Town of Clyde Park will ensure the following controls are applied prior to submitting reimbursement requests to DNRC:

- Verification that procurement methods comply with the Montana Procurement Act.
- Confirmation that all costs are eligible, reasonable, and necessary for the approved project.

- Review of procurement documentation to ensure completeness and accuracy.
- Confirmation that contracts were properly executed prior to incurring reimbursable costs.

DNRC may review procurement documentation as part of grant monitoring or audit activities.

5. Contract Administration

The Town of Clyde Park is responsible for administration of all contracts funded in whole or in part with DNRC RRG funds. Responsibilities include:

- Monitoring contractor performance.
- Approving invoices and payment requests.
- Ensuring compliance with contract terms and grant requirements.
- Maintaining clear separation between procurement, approval, and payment functions where practicable.

6. Conflicts of Interest

The Town of Clyde Park will avoid conflicts of interest in procurement, contract administration, and vendor selection. Town officials, employees, or agents will not participate in procurement if a real or apparent conflict of interest exists, consistent with state law and ethical standards.

7. Amendments to Procurement Plan

This Procurement Plan may be amended as necessary to reflect changes in project scope, funding, or procurement needs. Any amendments will continue to comply with DNRC guidance and the Montana Procurement Act.

Certification

The Town of Clyde Park certifies that procurements funded through the DNRC Renewable Resource Grant will be conducted in compliance with this Procurement Plan, DNRC guidance, and applicable state laws.