

Procurements Greater Than \$100,000

Any contract for goods and/or services that is expected to equal or exceed \$100,000 must be formally advertised by placing an "Invitation to Bid" in a major newspaper that covers the area affected by the project. Notices should be published at least **three** times (either three successive times in one publication, or published one time simultaneously in three different publications). The DHPA recommends also advertising in a minority newspaper serving a similar area, although this is not strictly required. Contact the DHPA for a listing of the appropriate newspapers in which to place public advertisements. The ads must be placed **at least fourteen (14) days prior to the bid date**, and **must** include the required federal language given below. Minimum documentation of formal advertising for audit purposes consists of a copy of the actual advertisement run in the appropriate newspapers or a publisher's affidavit and invoice showing the dates that the advertisements were published. Note that the costs of newspaper advertisement are reimbursable under the grant, although these costs may not have been written into the original project budget.

Although newspaper advertisement is mandatory for procurements over \$100,000, subgrantees are strongly encouraged to supplement the newspaper advertisements by also sending out direct invitations to bid. This will help ensure that the bidding opportunity is brought to the attention of qualified local contractors who might not learn of the project through the newspaper advertisement. However, there is no minimum number of contractors that must be invited in this instance.

Federal Language for Use in Newspaper Advertisements ONLY

Formal advertisements must state that federal funds are assisting with the project and that compliance with all applicable federal, state, and local laws, rules, and regulations is required. In an effort to keep newspaper advertising costs to a minimum, the bid advertisement prepared for newspapers does not require the full version of the federal language outlined above, but **MUST** include the following paragraph:

- This project is funded in part by a grant from the National Park Service's Historic Preservation Fund Program administered by the Indiana Division of Historic Preservation and Archaeology. Compliance with all applicable federal, state, and local laws, rules, and regulations is required, including: federal and state audit requirements, prohibition on lobbying activities, the Copeland Anti-Kickback Act, the Energy Policy and Conservation Act, the National Occupational Safety and Health Act, the Lead-Based Paint Poisoning Prevention Act, the Architectural Barriers Act, and Executive Orders and Department of Labor regulations regarding Equal Employment Opportunity.

Notices for newspaper advertisement must be submitted to the DHPA Grants Staff for review and approval **before** publication.