



## TEXAS GENERAL LAND OFFICE

# Procurement Guidance

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The Texas General Land Office (GLO) administers Community Development Block Grant–Disaster Recovery (CDBG–DR) and Mitigation (CDBG–MIT) funding across impacted areas of the State. Eligible applicants must comply with the applicable program requirements, such as proper procurement of all services, including but not limited to grant administration, environmental, engineering services, and construction.

*To ensure such services are properly procured, the responsible entity must adhere to the procurement process in compliance with federal requirements as defined in 2CFR200. All procurement decisions and actions are the responsibility of applicants and/or subrecipients.*

The following resources should be reviewed to ensure compliance by local purchasing agents:

- **2 CFR 200.318 through 200.327**, which covers federal procurement standards, and
- **Appendix II to Part 200**, which covers specific, required contract provisions for non–federal entity contracts under federal awards.

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*These standards are federally imposed requirements and cited in GLO's subrecipient contract. The GLO does not provide affirmation of compliance with procurement standards but provides general resources to support local procurement activities and technical assistance.*

The following resources are available on the GLO's [recovery.texas.gov](https://recovery.texas.gov) website:

- GLO's Procurement & Contract Guidelines webpage
- GLO Procurement Checklist (Grant Administration/Procurement & Contract Guidelines/GLO Resources)
- GLO's CDR Implementation Manual, Chapter 5 "Procurement"

The following resources are available on HUD's [hudexchange.info](https://hudexchange.info) website:

- U.S. Department of Housing & Urban Development's "[Buying Right CDBG-DR and Procurement: A Guide to Recovery](#)"

## ✓ Best Practices

- Identify roles and responsibilities for all parties involved
- Follow written local procurement policies and procedures in compliance with 2CFR200
- Confer with local purchasing agent or legal counsel
- Ensure fair and open competition
- Solicit responses from an adequate number of qualified sources, document direct outreach
- Procurement resulting in one response is viewed as non–competitive procurement and may result in additional action, see 2CFR200.320(c)
- Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements