

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
HARRISBURG, PENNSYLVANIA

TO:
State Office
Area Office

STATE PROCEDURE
NOTICE

ISSUE NO. 322
DATE: 03/17/2011

RURAL DEVELOPMENT MANUAL CHANGE

RD Instruction 2024-A, Exhibit D

GENERAL: The purpose of this PA PN is to address the procedures for requesting program procurements through a Blanket Purchase Agreement (BPA) or miscellaneous procurements (caretaker services, lien searchers, legal services, or any other services for program areas within Pennsylvania).

REMOVE:

PA PN 286, 2024-A Exhibit D, "Program Procurement Requests."

PA PN 286, 2024-A Exhibit D, Attachment 1, "Emergency Procurement Request."

PA PN 286, 2024-A Exhibit D, Attachment 2, "Contract File Organizers."

PA PN 287, 2024-A Exhibit D, "Blanket Purchase Agreements."

PA PN 287, 2024-A Exhibit D, Attachment 1, "Monthly Record of Call Log."

INSERT:

PA PN 322, 2024-A, Exhibit D, Para. II, B. Processing.

PA PN 322, 2024-A, Exhibit D, Para. II, B. Processing., Appendix A, "Common Descriptions of Work."

PROGRAM LOAN COST EXPENSES

The purpose of this PA PN is to address the procedures for requesting program procurements through a Blanket Purchase Agreement (BPA) or one-time procurements using the Program Loan Cost Expense (PLCE) funds (i.e., caretaker services, lien searchers, legal services, or any other services for program areas within Pennsylvania). All Program Loan Cost Expense requisitions will be submitted for approval via the Integrated Acquisition System (IAS) and include at least the appropriate [Program Authority Code](#) (PAC). Each PAC is allotted money, and it is the PAC that will be used to determine funding availability. Your Requisition Number becomes your authorizing number for funding. Program Loan Cost Expense requisitions for Community Programs and Business and Industry Programs will be submitted to the National Office using RD Instruction 2024-A, Exhibit D Attachment 2.

II. Program Loan Cost Funding.

B. Processing.

1. Blanket Purchase Agreements (BPA's).

- a. All Single Family Housing (SFH) appraisal BPA's have prearranged pricing listed on page 18 of the BPA. All requisitions must be submitted in IAS with at least the fund code and [Program Authority Code](#) (PAC) identified prior to ordering the appraisal. Appraisal orders must be rotated among BPAs. Every attempt has to be made to maintain at least three BPA holders per county. If there are multiple appraisals required in one county at one time, the appraisals must be ordered from the same BPA vendor (e.g., On November 13, there are three appraisals required for Venango County. These appraisals must be ordered from one BPA vendor, and cannot be split among multiple BPA's.) No BPA can accrue over \$5,000 of unpaid obligations. If this occurs, contact the appointed Contracting Officer immediately.
- b. After the requisition is approved, the appraisal can be ordered using a Delivery Ticket or Appraisal Assignment Memorandum. Only authorized individuals listed in the BPA may place orders against the BPA. No one can place orders against a BPA without an approved requisition or a signed and unexpired BPA. Area Offices must submit, 60 days in advance of a BPA's expiration, their desire to continue the BPA's

performance or allow the BPA to expire to rotate vendors. The Area Office is responsible for providing the name, address, and tax identification number of the new BPA vendor.

- c. After the appraisal work is performed, the invoice from the vendor is received, and the Administrative Appraisal Review is completed, documentation must be submitted to the State Office for payment. The State Office is responsible for accurate entry of all transactions; therefore, it is imperative that all information received is accurate. The following documentation is required to complete the payment process:

- (1) A copy of the IAS requisition confirmation page(not the approval email).
- (2) The vendor's invoice with a date-stamp to indicate the receipt date.
- (3) Form RD 838-B, Invoice-Receipt Certification, with the following items:
 - (a) All information in blocks 3-8, 11-15, 17-19, and 21-23, and 26.
 - (b) A stamp showing the date services were accepted and the day the invoice was received; the printed name of the Point of Contact (POC) accepting the services; and the POC's signature.
- (4) A copy of Form RD 1922-15, Administrative Appraisal Review.
- (5) A copy of the Delivery Ticket or Appraisal Assignment Memorandum.

2. One-Time Program Loan Cost Expense Procurements.

- a. All requisitions must be submitted in IAS with at least the fund code, PAC, and a signed RD Form 1955-62, Request for Contract Services for Custodial/Inventory Property or Program Services, prior to ordering the procurement. The RD Form 1955-62 will be accompanied by a Statement of Work when reliance on a commercial description will not satisfy the scope of the requirement. A Statement of Work

will also be provided when RD personnel require a service to be performed to a different standard than normal industry standards or specifications. A list of the most common descriptions of work can be found in Appendix A of this Procedure Notice (PN). Instances that require a description of work not listed in Appendix A should be referred to the State Contracting Staff.

- b. Detailed or complex acquisitions should include an acquisition plan. An acquisition plan should include the following information:
 - (1) Cost estimates per unit broken down by fund (Administrative, Liquidating, or Financing).
 - (2) A description of how cost estimates were developed.
 - (3) Lists of potential and qualified contractors.
 - (4) Required period of performance and any liquidated damages that will result from later performance delivery.
- c. Only individuals with a contracting officer's warrant or holders of the government commercial purchase card are authorized to contact potential contractors. In Pennsylvania, these individuals are housed in the State Office. A list of potential contactor names and phone numbers will be included only if the requestor can find applicable persons via the internet, phone book, or business cards left in public locations.
- d. After the work is performed, and the invoice from the vendor is received, documentation must be submitted to the State Office for payment. The State Office is responsible for accurate entry of all transactions; therefore, it is imperative that all information received is accurate. The following documentation is required to complete the payment process:
 - (1) A copy of the IAS requisition confirmation page (not the approval email).
 - (2) The vendor's invoice with a date-stamp to indicate the receipt date.

(3) Form RD 838-B, Invoice-Receipt Certification,
with the following items:

(a) All information in blocks 3-8, 11-15, 17-19,
and 21-23, and 26.

(b) A stamp showing the date services were
accepted and the day the invoice was
received; the printed name of the Point of
Contact (POC) accepting the services; and
the POC's signature.

Appendix A: Common Descriptions of Work

The following descriptions of work are intended to list the most common work performed in custodial Single Family Housing Dwellings. Any descriptions of work that may be required outside of these descriptions should be forwarded to the State Office Contracting Staff.

1. LOCK REPLACEMENT. Contractor shall replace locksets on all exterior doors with an American National Standards Institute/Builders Hardware Manufacturers Association (ANSI/BHMA) Grade 2 or 3 Residential Entry Lockset (single cylinder). Manufacturer shall be Schlage, Kwikset, or equal. Locksets shall be keyed alike on the exterior and locked/unlocked with thumb turns on the interior. Locksets shall have a reversible door handing. Replacement shall include furnishing two keys, and repair and/or modification of the door jamb and/or casing, when required. Garage doors shall be secured by locking or unplugging the garage door opener, as applicable.
2. YARD MAINTENANCE/GRASS CUTTING. The contractor shall mow the entire lot on all sides of property. The grass will be kept at or below three inches in height at all times. Weeds will be pulled along sidewalks and against the house and fences. Grass will be trimmed neatly along sidewalks. Bushes will be kept trimmed to a neat appearance.

Notice: Some local ordinances may require different provisions on yard maintenance. Contractor is responsible to abide by local ordinances.

3. ESSENTIAL ONE-TIME YARD CLEAN UP AND INITIAL MOWING. Remove all paper and debris from all properties listed on the SF 1449, Solicitation/Contract/Order for Commercial Items, and any yard structures in the yard. All trash shall be disposed of away from the premises.

Report by phone any signs of vandalism or damage caused by elements to the property.

4. SNOW REMOVAL. Within 24 hours of 3-inch or greater snowfall, snow will be removed from public walks according to local ordinances. This is for properties in boroughs or townships. For snowfalls greater than 6 inches, contact the POC. A modification to the contract can be requested to remove heavy snow from public walks which will require more time and to remove heavy snow from driveways and private walks to allow access by RURAL DEVELOPMENT, realtors and interested purchasers.

Notice: Some local ordinances may require different provisions on snow removal. Contractor is responsible to abide by local ordinances.

5. WINTERIZATION. The contractor shall drain all water lines and the water heater. Water lines which cannot drain freely shall be blown dry. All J-traps in drain lines shall be filled with automotive antifreeze. Commode and tank shall also be filled with antifreeze. If house is heated by steam or hot water, these lines must also be drained.