



Mississippi Rural Health Transformation Program

Dear Awardee,

If you plan to use a Group Purchasing Organization (“GPO”) to procure goods or services with your RHTP funds, please be aware that Federal procurement requirements must also be met. You must submit and maintain sufficient documentation to demonstrate that the procurement was conducted in accordance with applicable requirements and that the resulting price was reasonable.

For each purchase made through a GPO, the following documentation is required:

- The GPO solicitation and evidence that the solicitation was publicly advertised for an adequate amount of time and available to an adequate number of qualified sources;
- Documentation of affirmative steps taken by the GPO when possible to provide opportunities to small businesses, minority businesses, women’s business enterprises, veteran-owned businesses, and labor surplus area firms (2 CFR 200.321);
- The rationale for using the GPO and the basis for selecting the contract/vendor;
- Documentation supporting the contract price such as a bid tabulation or evaluation/scoring of cost (when a Request for Proposals (RFP) was utilized by the GPO);
- An independent cost estimate done by the awardee when the cost is anticipated to exceed \$350,000.00 (for private and nonprofit entities) or \$75,000.00 (for governmental entities);
- Documentation demonstrating that the selected vendor is responsible and not excluded or disqualified from participating in federally funded transactions;
- The vendor’s written agreement that the applicable Federal contract provisions found in 2 CFR 200 Appendix II will govern the purchase; and
- The executed GPO agreement and any related modifications, and the awardee’s contract or purchase order.
- The supporting documentation must relate to the particular solicitation, contract, vendor selection, pricing, and Federal award requirements applicable to the purchase. General GPO policy or participation/member agreements alone are not sufficient.

[Click Here](#) to view Affirmative Outreach Guidance.

Awardees are strongly encouraged to use the Procurement Request Form in the portal. Awardees will then be provided with a checklist which is specific to your entity type. Please contact us at awardee@mississippirhtp.com if you have questions regarding documentation required for a specific GPO purchase.