

## UPDATED Fiduciary Report 01/16/2026

### 2023 HSGP

**Deadline: April 30, 2026**

**Purchase Requests - DUE NOW**

2023 HSGP	Unallocated	Allocated Unspent	Notes
ESF-2 Communications	\$7,692.06	\$0	Release to Equipment or Training
Regional Bomb Squad (R 1-3) \$75,000 Minimum Spend	\$4,483.88	\$55,009.13	
Equipment	\$6,978.57	\$17,019.95	
Training	\$177.45	\$4,675.00	
<b>Total Allocated Unspent</b>		<b>\$76,704.08</b>	
<b>Total Unallocated Remaining</b>	<b>\$19,331.96</b>		
<b>Total Unallocated minus Bomb Squad</b>	<b>\$14,848.08</b>		Funds available for Equipment or Training

Potential Release/Reallocations:

Communications – Recommend releasing \$7,692.06 to Equipment or Training

Purchase requests for using '23 HSGP Grant Funds are **DUE NOW**.

## **PURCHASING POLICIES**

All purchases should be made through RiverCOG and not through individual municipal departments.

**Send all quotes to Susie Beckman at [sbeckman@rivercog.org](mailto:sbeckman@rivercog.org) (860-581-8554) before moving forward with any orders.**

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### **RiverCOG Purchasing Policies:**

- RiverCOG is now using a cash advance process to ensure funds are available for purchases. Purchase Orders will not be released until a cash advance is received by RiverCOG. All purchases will have to be delivered, Receiving Reports received and invoices paid within 60 days. RiverCOG will not make purchases requiring a lead time of longer than 60 days.
- All equipment being purchased must be on the [Authorized Equipment List](#) and the AEL number must be identified.
- For any purchases over \$2,500, three methods of procurement policy compliance can be used:
  - Three quotes. The purchaser can acquire three quotes for the equipment. The lowest quote will be used unless there's a compelling reason to take a higher quote. If the preference is to go with a vendor other than the one providing the lowest quote; or if the preference is to go with someone other than the one with the most relevant experience, a statement explaining why is required.
  - Use of GSA or State Bid List Contracts. In such cases, the vendor will need to submit a price list confirming that the quoted prices are per contract. Just citing the contract number (e.g. 19PSX0201) isn't sufficient for grant documentation purposes.
  - Sole Source. If the vendor is the *only* maker or manufacturer of a particular product, no other quotes or contract information is necessary IF the vendor and the purchaser provide a compelling demonstration why that particular vendor's product is the only one available to suit the needs and requirements of the purchaser. Documentation should include verifiable criteria that separates such equipment from all other similar equipment available.
- A single quote for any equipment under \$2,500 shall be acceptable as long as it is considered fair and reasonable.