

5 PROCUREMENT DECISION METHODS

SMALL PURCHASE THRESHOLD
Use most restrictive: Federal or Local

Below

THRESHOLD

\$250,000.00

FEDERAL THRESHOLD

Above

THRESHOLD



INFORMAL

1

MICROPURCHASE

≤ \$10,000
2CFR 200.320(a)(1)



- Distribute equitably among suppliers
- Awarded without soliciting competitive quotations, if the price is considered reasonable
- Keep a log or file to document purchased item, price and vendor

2

SMALL PURCHASE

SAT (Simplified Acquisition Threshold)

\$250,000

2CFR 200.320(a)(2)



- Requires price OR rate quotations from at least 3 sources (“3 quotes and a buy”)
- Develop written specs
- Document all quotes
- Evaluate & Award



FORMAL

3

INVITATION FOR BIDS

IFBs
Competitive Sealed Bid

Lowest in Price

2CFR 200.320 (b)(1)



- Publicly publish solicitation
- Evaluate
- Award

4

REQUEST PROPOSALS

RFPs
Competitive Proposal

Awarded to the proposal that is most advantageous to the program with price and other factors considered.

2CFR 200.320 (b)(2)



- Publicly publish solicitation
- Evaluate
- Award



5

PURCHASING METHODS FOR UNIQUE CIRCUMSTANCES OUTSIDE CUSTOMARY PURCHASING METHOD (non-competitive procurement)

Single Source 2CFR 200.320(c)

or

Emergency Procurement



May be used only when one or more apply:

- Item is available from a single source
- Emergency for the requirement will cause a delay resulting from a competitive solicitation
- Written request from SFA to the Federal awarding agency and request is authorized
- After solicitation of several sources, competition is determined inadequate



- One-time unforeseen event
- Document reason for the emergency
- Award contract with vendor
- Maintain documentation



**ALWAYS
FORECAST
YOUR NEEDS**