5 PROCUREMENT DECISION METHODS

SMALL PURCHASE THRESHOLD
Use most restrictive: Federal or Local

Below $250,000.00
Above $250,000.00
REQUEST PROPOSALS

Requires price OR rate quotations from at least 3 sources ("3 quotes and a buy")

Develop written specs

Document all quotes

Evaluate & Award

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

SAT (Simplified Acquisition Threshold)

$250,000

2CFR 200.320(b)

IFBs

Competitive Sealed Bid

Lowest in Price

2CFR 200.320(c)

Publicly publish solicitation

Evaluate

Award

RFPs

Competitive Proposal or Sealed Bid

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

2CFR 200.320(d)

Publicly publish solicitation

Evaluate

Award

MICROPURCHASE

≤ $10,000

2CFR 200.320(a)

SMALL PURCHASE

SAT (Simplified Acquisition Threshold)

$250,000

2CFR 200.320(b)

INVITATION FOR BIDS

IFBs

Competitive Sealed Bid

Lowest in Price

2CFR 200.320(c)

REQUEST PROPOSALS

RFPs

Competitive Proposal or Sealed Bid

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

2CFR 200.320(d)
Purchasing Methods for Unique Circumstances
Outside Customary Purchasing Method
(non-competitive proposals)

Single Source 2CFR 200.320 (f) 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 and notify the state agency
- Award contract with vendor
- Maintain documentation

Always forecast your needs.