5 PROCUREMENT DECISION METHODS

SMALL PURCHASE THRESHOLD  Use most restrictive: Federal or Local

Below $250,000.00 FEDERAL THRESHOLD Above $250,000.00

1. INFORMAL
   - MICROPURCHASE
     - ≤ $10,000
       - 2CFR200.320(a)
     - 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(b)
     - Requires price OR rate quotations from at least 3 sources ("3 quotes & a buy")
     - Develop written specs
     - Document all quotes
     - Evaluate & Award

3. INVITATION FOR BIDS
   - IFBs
     - Competitive Sealed Bid
       - Lowest in Price
         - 2CFR 200.320(c)
     - Publicly publish solicitation
     - Evaluate
     - Award

4. 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)
     - Publicly publish solicitation
     - Evaluate
     - Award

5. PURCHASING METHODS FOR UNIQUE CIRCUMSTANCES OUTSIDE CUSTOMARY
   - PURCHASING METHOD (non-competitive proposals)
     - Single Source 2CFR 200.320 (f)
     - 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

SOUTH GEORGIA

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