

TYPES OF PROCUREMENT

Procurement Thresholds depend upon the intuitions Procurement Plan

Did you spend UNDER \$10,000
AND Purchase items from
multiple stores/vendors?

NO

YES

This is
MICROPURCHASING

YOU NEED:

1. The prices must be reasonable.
2. Quotes or Price comparison is not required.
3. Considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly (2 CFR 200.320a)(1)(ii)).
4. Purchases of Products or Services (similar or dissimilar purchased once as a single, collective unit) are to be purchased from multiple sources.

Did you spend UNDER
\$250,000 with a store or
vendor AND compare prices?

NO

YES

This is a SMALL Purchase
= Informal Procurement

YOU NEED:

1. Written Specifications/detailed grocery list.
2. Specification need to be sent to at least 2 or more vendors OR prices must be compared from least 2 or more stores (This can be done by phone, online, catalogs, etc.)
3. Maintain documentation on a price comparison sheet indicating what stores and prices were compared.

Did you spend OVER
\$250,000 with a store or
vendor?

YES

This is a LARGE Purchase
= Formal Procurement

YOU NEED:

1. Written Specifications.
2. Advertise in a Newspaper.
3. Formal Evaluation/Bid Opening.

Types of Formal

Sealed bid = Awarded to lowest price.
RFP = Price is most important factor but can be selected by other factors as well.