



## IU13 PROCUREMENT PROCEDURES – Federal Funds

### Thresholds for Fiscal Year July 1, 2017 – June 30, 2018

Under Uniform Grant Guidance (UGG), non-Federal entities must comply with the more restrictive of Federal, state, and entity-level requirements. The following table outlines the procurement methods to be used by IU13 staff for the acquisition of goods and services when expending Federal funds.

Procurement Method §200.320	Goods/Supplies	Services* and Exempt Items**	Requirements
Micro-purchase (Informal; No quotes required)	≤ \$3,500	≤ \$3,500	<ul style="list-style-type: none"> <li>consider price to be reasonable</li> <li>distribute equitably among suppliers to the extent practical</li> </ul>
Small Purchase Procedures (Relatively simple and Informal)	> \$3,500 but < \$19,700	> \$3,500 but < \$150,000	<ul style="list-style-type: none"> <li>obtain/document price or rate quotations from a reasonable number of qualified sources (at least three per 24 PS 8.807.1)</li> <li>written or documented quotes</li> </ul>
Sealed Bids (Formal advertising)	\$19,700 or more	\$150,000 or more	<ul style="list-style-type: none"> <li>bids are publicly solicited</li> <li>firm fixed price contract awarded to the responsible bidder lowest in price</li> <li>cost or price analysis for purchases in excess of the Simplified Acquisition Threshold (\$150,000)</li> </ul>
Competitive Proposals (Formal RFPs)	\$19,700 or more	\$150,000 or more	<ul style="list-style-type: none"> <li>conducted with more than one source submitting an offer</li> <li>price is not used as sole selection factor</li> <li>fixed price or cost-reimbursement type contract is awarded</li> <li>cost or price analysis for purchases in excess of the Simplified Acquisition Threshold (\$150,000)</li> </ul>
Noncompetitive proposals*** (Sole Source)	Appropriate only when these circumstances apply: <ul style="list-style-type: none"> <li>Available only from a single source (sole source)</li> <li>Public exigency or emergency</li> <li>Expressly authorized by awarding or pass-through agency in response to a written request from the non-Federal entity</li> <li>After soliciting a number of sources, competition is deemed inadequate</li> </ul>		<ul style="list-style-type: none"> <li>solicitation from only one source</li> <li>must maintain records sufficient to detail the history of the procurement process used</li> <li>used only when qualifying circumstances apply</li> <li>fixed price or cost-reimbursement type contract is awarded</li> </ul>

**Note: Federal and state acquisition thresholds are adjusted for inflation periodically.**

\*Always check with grantor/pass-through entity's program manager about other requirements for the procurement of services that may be specific to the funding source.

\*\*PA School Code exempts maps, music, globes, charts, educational films, filmstrips, prepared transparencies and slides, pre-recorded magnetic tapes and disc recordings, textbooks, games, toys, prepared kits, flannel board materials, flash cards, models, projectuals and teacher demonstration devices necessary for school use from the competitive procurement process outlined under 24 PS 8.807.1

\*\*\*Use of noncompetitive proposal must be pre-approved by the IU13 Procurement Office.