

# Overview of All Procurement Methods

Acquisition Thresholds for USDA FNS AND DPI	Micro Purchase Acquisition Threshold	Simplified Acquisition Threshold (\$150,000)		
School thresholds may differ. Schools must use lowest threshold.	Less Than \$3,000	Less Than \$150,000	Greater Than \$150,000	
Procurement Method	Micro Purchase Method	Small Purchase Method	Sealed Bids	Competitive Proposals
Procurement Method Required?	Optional	Optional	Required	
Solicitation Tool	Micro Purchase	3 Bids and Buy	Invitation for Bid (IFB)	Request for Proposals (RFP)
Types of Contract Allowed	Fixed Price	Fixed Price	Fixed Price	Fixed Price or Cost Reimbursable Plus Fixed Fee
Solicitation Requests	Verbal or Written	Verbal or Written	Written	Written
Solicitation Responses	Pricing Verbal or Written	Bids Verbal or Written	Bids Written (Sealed)	Proposals Written (Sealed)
Public Notice (ex. Newspaper Advertisement)	Not Applicable	Optional	Required	Required
Public Opening	Not Applicable	Optional	Required	Optional
Contract Awarded (purchase) Based On...	Reasonable Price	Lowest Bid	Lowest Bid	Highest Scoring Proposal
Documented Specifications, Estimated Quantities, Terms, Conditions, and Provisions.				
Procurement Plan and Procedures				
Standard Code of Conduct				
Contract Administration and Performance Management Process				
School Must Maintain Adequate Procurement Records				