

Procurement by Competitive Proposals 2 CFR §200.320(d)

The technique of competitive proposals is normally used when:

- more than one source submit an offer.
- either a fixed price or cost reimbursement type contract is awarded

Competitive Proposals purchase procedures are used when estimated value of the purchase of awarded contract is **equal to or greater than the Simplified Acquisition Threshold**.

- Federal and DPI Simplified Acquisition Threshold is \$250,000 (2 CFR §200.88).
- School may have a lower Simplified Acquisition Threshold or Small Purchase Threshold.

Procurement tool: **Request for Proposal (RFP)**

Awarded contract (purchase) is based on **highest number of points**.

- Cost must be most weighted criteria.

An RFP is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) RFP **must be publicized** and **identify all evaluation factors** and their **relative importance**. Any response to publicized RFPs must be considered to the maximum extent practical;

(2) **Proposals** must be solicited from an **adequate number** of qualified sources;

- Offers cannot be opened until **after a close date and time** for excepting offers;

(3) The schools must have a **written method for conducting technical evaluations** of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the **responsible** firm whose proposal is most advantageous to the program, with price and other factors considered.