

Overview of All Procurement Methods				
Acquisition Thresholds School's thresholds may differ. School must use lowest threshold.	Micro Purchase Acquisition Threshold USDA and DPI threshold = \$10,000 School's threshold = _____	Simplified Acquisition Threshold USDA and DPI threshold = \$250,000 School's threshold = _____		
Procurement Method	Micro Purchase Method	Small Purchase Method	Sealed Bids	Competitive Proposals
Federal Regulation	2 CFR §200.320(a)	2 CFR §200.320(b)	2 CFR §200.320(c)	2 CFR §200.320(d)
Solicitation Tool (Solicitation tool is used to solicit offers and award a contract to make purchase(s))	Simple Purchase	3 Bids and Buy	Invitation for Bid (IFB)	Request for Proposals (RFP)
	May be used for a purchase costing less than the Micro Purchase Acquisition Threshold	May be used when the value of the awarded contract is less than Simplified Acquisition Threshold	Must be used when the value of the awarded contract is more than Simplified Acquisition Threshold	Must be used when the value of the awarded contract is more than Simplified Acquisition Threshold
Types of Contract Allowed Warning: A cost plus a percentage of cost/income, however represented, cannot be incorporated into any procurement or awarded contract	Fixed Price	Fixed Price	Fixed Price	Fixed Price or Cost Reimbursable Plus Fixed Fee
Soliciting Offers	Verbal or Written	Verbal or Written	Written	Written
Solicitation Responses (types of offers)	Pricing (Verbal or Written)	Bids (Verbal or Written)	Bids (Written (Sealed))	Proposals (Written (Sealed))
Offeror must be "Responsible" Offeror (company submitting the pricing, bid, or proposal) must be able and willing to provide goods and services as described in the solicitation including all terms and conditions.	Required	Required	Required	Required
Offer must be "Responsive" –Offer must be for goods and services as described in the solicitation including all terms and conditions. –Any offer less than what is required is considered non-responsive and not allowed. –Any offer in excess of what is requested is overly responsive and not allowed.	Required	Required	Required	Required
Public Notice (example: Newspaper Advertisement)	Not Applicable	Optional	Required	Required
Due date for solicitation responses	Not Applicable	Optional	Required	Required
Public Opening	Not Applicable	Optional	Required	Optional
Basis of Contract Awarded	Reasonable Price To the extent practicable, the school must distribute micro purchases equitably among qualified suppliers.	Lowest Bid	Lowest Bid	Highest Scoring Proposal
Other Procurement and Contracting Requirements:				
Procurement Plan and Procedures – School must maintain written policies and procedures over procurement that meets the following standards and any other applicable laws and regulations: – Costs incurred must be necessary and cost-effective. – All procurement transactions must provide full and open competition. – The school must maintain written standards of conduct covering conflicts of interest. – The school must maintain documentation addressing cost and price analysis and vendor selection, as applicable for selected method of procurement.	Required	Required	Required	Required
Conflicts of Interest Written standards of conduct covering conflicts of interest and governing the actions of school employees engaged in the selection, award and administration of contracts.	Required	Required	Required	Required
Full and Open Competition All procurement transactions, including small purchases, must be conducted in a manner that maximizes free and open competition. This means that all suppliers are "playing on a level playing field" and have the same opportunity to compete. Procurement procedures must not unduly restrict competition or eliminate competition.	Not Applicable	Required	Required	Required
Documentation A school is required to keep written documentation of all procurement events.	Required	Required	Required	Required
Procurement Records A school must retain procurement and contract records for at least three years from the date the contract ended and after all other pending matters such as payments and audits are closed out.	Required	Required	Required	Required
Adherence to Awarded Contract School must adhere to the terms and pricing of the awarded contract, only changes as described in the awarded contract are allowed. Material changes are not allowed. A school should be ready to provide records and proof that all terms and pricing received as a result of the procurement and used to award a contract were followed in the approved manner.	Required	Required	Required	Required
Appendix II to Part 200 Additional contract provisions for school contracts	School should review; Requirements vary depending on value of the awarded contract	School should review; Requirements vary depending on value of the awarded contract	School should review; Requirements vary depending on value of the awarded contract	School should review; Requirements vary depending on value of the awarded contract