

KNOW YOUR Procurement Method

There may be a lower purchase threshold for your district- follow the lowest threshold!

START HERE

DO YOU KNOW YOUR DISTRICT PURCHASING POLICIES?

YES

NO

Write them here:

- Micro _____
- Small _____
- Formal _____

Talk to your Business Manager or, if using Colorado Association of School Boards policies, look for sections DJB



ARE YOU LOOKING FOR A PURCHASE WITH A VENDOR THAT IS LESS THAN \$10K (OR YOUR DISTRICT THRESHOLD FOR MICRO PURCHASING)?

NO

YES

ARE YOU LOOKING FOR A STRUCTURED CONTRACT THAT MEETS THE REQUIREMENTS FOR QUOTES ABOVE \$10K (OR YOUR DISTRICT THRESHOLD)?



ARE YOU LOOKING TO SPEND LESS THAN \$10K WITH A VENDOR (OR YOUR DISTRICT THRESHOLD)?

YES

NO

NO

YES

FORMAL >\$250,000

or district threshold

- Doesn't necessarily have to be over \$250,000
- Depending on how the bid is written, vendors may not need to respond to every bid line item
 - Pay attention to the bid requirements for response (line items or total bid) to determine if you need to respond to the entire bid or a line item
- Must use Invitation for Bid (IFB)- lowest price wins or
- Use Request for Proposal (RFP)- evaluative process
- Geographic preference can be included in evaluation process (see [this](#) resource)
- These bids can last for multiple years as long as they fulfill the contract

Example: You put together an RFP for a mix of products with detailed specifications, delivery expectations, and geographic preference. The length of the contract is up to the district, and can vary based on needs.

SMALL <\$250,000 or district threshold

- At minimum three quotes - verbal or written
 - **Written quotes are best practice**
 - *Documentation of all quotes is required*
 - Some contract language is required or encouraged
- Lowest price wins unless only one vendor gets back to you
- It's ok if you call three vendors and only one or two get back to you- just document your efforts
- See [this](#) resource for more information

Example: You seek out at least three quotes for 1000lbs of ground beef - 200lbs delivered once a week for five weeks. You then call up three ranchers (of your choice!) and get their prices.

MICRO <\$10,000

or district threshold

- Could include multiple transactions with one vendor that equals less than \$10k (or district threshold)
- Doesn't require competitive price quotes if the school food authority considers the price reasonable
- Can spend \$10k aggregate in a school year
 - Basically- no more than \$10k total purchases for each vendor
- Best practice is to spread the wealth!
- Best practice is to forecast your purchases and choose the procurement method accordingly to ensure you don't exceed the threshold limits

Example: You can spend \$10k a year with farmer Jane, \$10k a year with farmer Dan, etc. The limit is per vendor over the course of a school year.

Keep in mind to always check the district purchasing threshold as you go through this process, as they may be lower than the federal thresholds included here!

Document sole-source procurement when there is only one vendor within 50 miles.