

PROCUREMENT

The Uniform Grant Guidance added a new procurement method called “Micro-Purchase”, and increased the Small Purchase Procedures threshold from \$100,000 to \$150,000. **However, districts must comply with the more restrictive of federal / state requirements and district policy.**

The following table outlines procurement requirements *when using federal funds*. Effective October 1, 2015, the micro-purchase threshold was increased from \$3,000 to \$3,500.

Procurement Method	Goods (includes textbooks)	Services
Micro-Purchase - No required quotes. However, must consider price as reasonable, and, to the extent practical, distribute equitably among suppliers.	\$3,500 or less Must use more restrictive \$3,500 federal threshold instead of \$40,000 state threshold	\$3,500 or less
Small Purchase Procedures (Informal) – Obtain/document quotes from a reasonable number of qualified sources (at least three per RCW 28A.335.190).	\$3,500 - \$75,000 Must use more restrictive \$75,000 state threshold instead of \$150,000 federal threshold	\$3,500 - \$150,000
Sealed Bids / Competitive Bids (Formal)	\$75,000 or more Must use more restrictive \$75,000 state threshold instead of \$150,000 federal threshold	\$150,000 or more
Non-competitive proposals	Appropriate only when: <ul style="list-style-type: none"> - Available only from a single source (sole source) - Public emergency - Expressly authorized by awarding or pass-through agency in response to written request from district - After soliciting a number of sources, competition is deemed inadequate 	