

## Procurement Policies and Federal Procurement Requirements for Goods and Services

	Item	Threshold/Cap	Current Procurement Process	Requirement if Federally Funded	Action or Evidence Needed
1	Goods or Services (General or Professional Services)	Up to \$25,000 (District will be self-certifying its increase in the federal threshold from \$10k to \$25k, as permitted under the applicable regulations)	Although recommended, competition is not required	[\$25,000 will be the District's federal Micro-Purchase Threshold per self-certification] District's process complies. No competition is required if the District considers price reasonable, based on research, experience and purchase history and documents its files accordingly.	<ul style="list-style-type: none"> <li>• Board-resolution with certification is Board-approved AND</li> <li>• Sponsor attaches to their shopping an email that outlines basis for sponsor's determination that price is reasonable, which may include reference to advertised pricing, quotes or previous purchase information showing comparable pricing given the goods or services being purchased; the advertising, quotes and supporting documentation may also be attached</li> </ul>
2	Goods or General Services	Over \$25,000 up to state bid threshold (currently \$96,700)	Three <i>Informal</i> Quotes (minimum three quotes requested) - Retain and submit documentation (exceptions are "single or sole source" and piggybacked contracts)	District's informal process complies. Price or rate quotations must be obtained from an "adequate number of qualified sources." Per the procurement manual, the District has determined that number to be 3.	Three <i>Informal</i> Quotes (minimum three quotes requested) - Retain and submit documentation (exceptions are "single or sole source" and piggybacked contracts)
3	Goods or General Services	Over state bid threshold	<i>Formal</i> Procurement-led Bidding Process (exceptions are "single or sole source" and piggybacked contracts)	District's <i>formal</i> procurement-led process complies (exceptions are "single or sole source," public exigency or emergency, express authorization from awarding agency/pass-through entity, and piggybacked contracts if original contract meets requirements)	<p>Either:</p> <ul style="list-style-type: none"> <li>• Vendor(s) is/are selected from formal, Procurement-led IFB process or</li> <li>• Sponsor's single-source justification showing compelling satisfaction of federal requirements for no-bid contracts is PSD-approved or</li> <li>• Is piggybacked from another's agency's contracts: <ul style="list-style-type: none"> <li>○ Contract complies with federal requirements as outlined in this document (would comply with District procurement requirements) [with help from OGC, as needed]</li> <li>○ Does not contain inappropriate assignment language (should not include language that prohibits goods or services to be provided under the contract from being purchased by a third party, such as the LAUSD)</li> <li>○ No deviation from scope of original contract</li> <li>○ Contract price is fair and reasonable (e.g., referring to pricing offered by other vendors)</li> </ul> </li> </ul>

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4	Professional Services	Over \$25,000 up to \$250,000	<i>Informal</i> sponsor-led request for proposal process (exception is “single or sole source”)	District’s informal sponsor-led RFP process complies.	<i>Informal</i> sponsor-led request for proposal process (exception is “single or sole source”)
5	Professional Services	Over \$250,000	<i>Formal</i> Procurement-led request for proposal process (exception is “single or sole source”)	District’s process complies. <i>Formal</i> Procurement-led RFP process (exceptions are “single or sole source,” public exigency or emergency, and express authorization from awarding agency/pass-through entity)	Either: <ul style="list-style-type: none"> <li>• Vendor(s) is/are selected from formal, Procurement-led RFP process or</li> <li>• Sponsor’s single-source justification showing compelling satisfaction of federal requirements for no-bid contracts is PSD-approved or</li> </ul>
6	Instructional Materials	Up to \$25,000	Competition not required	No competition is required if the District considers price reasonable, based on research, experience and purchase history and documents its files accordingly.	<ul style="list-style-type: none"> <li>• Board-resolution with certification is Board-approved AND</li> <li>• Sponsor attaches to their shopping an email that outlines basis for sponsor’s determination that price is reasonable, which may include reference to advertised pricing, quotes or previous purchase information showing comparable pricing given the goods or services being purchased; the advertising, quotes and supporting documentation may also be attached</li> </ul>
7	Instructional Materials	Over \$25,000 up to \$250,000 Simplified Acquisition Threshold	Competition not required	Price or rate quotations must be obtained from an “adequate number of qualified sources.” The appropriate number should be set by the District, but should be at least 2. [Consider addressing in updated procurement manual]	Three Informal Quotes (minimum three quotes requested) - Retain and submit documentation (exceptions are “single or sole source” and piggybacked contracts)
8	Instructional Materials	Over \$250,000	Competition not required	District’s <i>Formal</i> Procurement-led Bidding Process complies (exceptions are “single or sole source,” public exigency or emergency, express authorization from awarding agency/pass-through entity, and piggybacked contracts if original contract meets requirements)	Either: <ul style="list-style-type: none"> <li>• Vendor(s) is/are selected from formal, Procurement-led IFB process or</li> <li>• Sponsor’s single-source justification showing compelling satisfaction of federal requirements for no-bid contracts is PSD-approved or</li> <li>• Is piggybacked from another’s agency’s contracts: <ul style="list-style-type: none"> <li>○ Contract complies with federal requirements as outlined in this document (would comply with District procurement requirements) [with help from OGC, as needed]</li> </ul> </li> </ul>

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