

**PROCUREMENT ADMINISTRATIVE REQUIREMENTS FOR FEDERAL AWARDS (GRANTS)**

(Escape Finance System Program Codes 12XX)

Procurement Method	Dollar Threshold	Description of Process	SRJC Policy/State Law
Procurement by Micro Purchases	\$1 to \$3,500	Acquisition of goods or services in an aggregate amount not to exceed \$3,500. To the extent practicable, the non federal entity <b>must</b> distribute purchases equitably amongst qualified suppliers. Purchases may be awarded without soliciting competitive quotes if the entity considers the price reasonable.	
Procurement by Small Purchase Procedure	\$3,501 to \$150,000	Informal procurement method for securing services, supplies or other property that does not cost more than \$150,000. Price or rate quotations <b>must</b> be obtained from an adequate number of qualified sources.	SRJC policy requires 3 quotes at purchase value between \$5,000 to \$88,300, for federal grants quote threshold starts at \$3,000.
Procurement by Sealed Bids (formal advertising)	>\$150,000	Bids are publicly solicited and a firm fixed price contract is awarded to the responsible bidder whose bid is the lowest in price and conforms with all material terms and conditions of the invitation to bid. Sealed bid method is the preferred method for construction. Complete adequate and realistic specifications <b>must</b> exist and the selection of the successful bidder can be made on the basis of price.	CA State Law Bid threshold is \$88,300 therefore <b>formal bids</b> must be processed at a lower dollar value when the purchase amount exceeds \$88,300 (NOT \$150k)
Procurement by Competitive Proposals	>\$150,000	RFP Process that includes evaluation factors and relative importance. Proposals solicited from a number of qualified sources, the entity <b>must</b> have a written method of conducting technical evaluations of proposals and selecting recipients, contracts must be awarded to the responsible firm whose proposal is the most advantageous to the program with price and other factors considered. This process may be used for selection of architects/engineering professional services, where firm qualifications are considered and the most qualified competitor is selected subject to negotiation of fair and reasonable compensation. The selection where price is not used as a selection factor can only be used for A/E services and not other services.	CA State Law Bid threshold is \$88,300 therefore formal bids are processed at a lower dollar value when the purchase amount exceeds \$88,300 (NOT \$150k)
Procurement by Non-Competitive Proposals (Sole or Single Source)	\$3,501 to \$150,000	Procurement through solicitations from only one source when one of more of the following apply: 1)the item is only available from a single source (are there other like items or services available in the market and if so, the item or service is not a single or sole source) , 2) the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (emergency or exigency as approved by the Board of Trustees) 3) <b>the federal awarding agency or pass through agency expressly authorizes non competitive proposals in response to a written request</b> or 4) after solicitation from a number of sources competition is determined inadequate.	SRJC policy requires 3 quotes at purchase value between \$5,000 to \$88,300, for federal grants quote threshold starts at \$3,500.

Additional requirements apply for: general procurement standards, competition, methods of procurement to be followed, contracting with small and minority businesses, women owned businesses and labor surplus area firms. Procurement of recovered materials Contract cost and price, federal awarding agency or pass through entity review, bonding requirements, contract provisions, **VERIFICATION OF DISBARRED PARTIES FOR ALL PO's** (Refer to CFR 200.317 TO 200.326). Procurement from purchasing cooperatives is allowed as long as the award of the contract complies with state regulations for awarding competitive bids.