

**PROCUREMENT ADMINISTRATIVE REQUIREMENTS FOR FEDERAL AWARDS (GRANTS)**  
(Escape Finance System Program Codes 12NN)

Procurement Method	Dollar Threshold	Description of Process	SRJC Policy/State Law
Procurement by Micro Purchases	\$1 to \$4,999	Acquisition of goods or services in an aggregate amount not to exceed \$4,999. To the extent practicable, the non-federal entity must distribute purchases among qualified suppliers in an equitable manner. Purchases may be awarded without soliciting competitive quotes if the entity considers the price reasonable.	
Procurement by Small Purchase Procedure	\$4,999 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 must be obtained from an adequate number of qualified sources.	SRJC policy requires three quotes at the purchase value between \$5,000 and \$119,100. The federal grant quote threshold starts at \$4,999.
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. It conforms with all material terms and conditions of the invitation to bid. The sealed bid method is the preferred method for construction. Complete, adequate, and realistic specifications must exist, and the successful bidder can be selected based on price.	CA State Law Bid threshold is \$119,100; therefore, formal bids must be processed at a lower dollar value when the purchase amount exceeds \$119,100 (NOT \$150k)
Procurement by Competitive Proposals	>\$150,000	RFP Process that includes evaluation factors and relative importance. Proposals solicited from several qualified sources, the entity must 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 to select architects/engineering professional services, in which firm qualifications are considered, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The selection where the price is not used as a selection factor can only be used for A/E services, not for other services.	CA State Law Bid threshold is \$119,100; therefore, formal bids are processed at a lower dollar value when the purchase amount exceeds \$119,100 (NOT \$150k)
Procurement by Non-Competitive Proposals (Sole or Single Source)	\$4,999 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, is 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) the federal awarding agency or pass-through agency expressly authorizes noncompetitive proposals in response to a written request or 4) after solicitation from a number of sources competition is determined inadequate.	SRJC policy requires 3 quotes at the purchase value between \$5,000 and \$119,100. The federal grant quote threshold starts at \$4,999.

Additional requirements apply for: general procurement standards, competition, methods of procurement to be followed, contracting with small 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