
FEDERAL FUNDS (GRANTS) PURCHASING POLICY

I. Background

The federal government adopted new Uniform Grant Guidance in December 2014. Implementation was phased in with the last phase being the new procurement guidelines which went into effect July 1, 2016. Purchases funded by federal grant funds must adhere to regulations found in Uniform Guidance as a condition of receiving funds and to meet annual audit compliance. In an effort to keep policy for all grants consistent, CCPS will follow the new federal guidelines regarding procurement for all grants.

II. Methods of Procurement

Procurement thresholds for supplies or services, individually or in the aggregate:

- a. Micro-Purchases – \$10,000 (or \$2,000 for purchases subject to the Davis-Bacon Act)
 - i. no competitive quotes required
 - ii. purchases must be spread/shared amount all qualified suppliers
- b. Small Purchases – \$11,001 to \$250,000.
 - i. price or rate quotations must be obtained from an “adequate” number of qualified sources
 - ii. quotes can be obtained from suppliers or from public websites
- c. Sealed Bids - \$250,000 +
 - i. solicitations sent to at least two (2) qualified bidders
 - ii. publicly advertised
 - iii. awarded to lowest priced responsible and responsive vendor
- d. Competitive Proposal - \$250,000 +
 - i. solicitations sent to at least two (2) qualified bidders
 - ii. proposals shall contain explanation of the review and evaluation process
 - iii. award based on price and technical qualifications
- e. Sole Source – any amount, must meet the following criteria
 - i. good/service is only available from a single source
 - ii. only one (1) source can provide the good/service in the time frame required
 - iii. emergency procurement, when the human life, health or property is in jeopardy
 - iii. a waiver must be granted by submitting the Sole Source Justification Form from Federal awarding agency