

HSU SPF Purchasing/Procurement Matrix

Allowable methods of contracting for the purchase/procurement of goods and services under Uniform Guidance §200.318 - 200.327

<i>\$25,000 or less</i>	<i>\$25,000.01 - \$250,000</i>	<i>Greater than \$250,000</i>	<i>Greater than \$250,000</i>	<i>*Greater than \$25,000</i>
<i>Contract type: Micro Purchase</i>	<i>Small Purchase Procedure</i>	<i>Sealed Bid</i>	<i>Proposals</i>	<i>*Noncompetitive procurement</i>
Competitive quotes not required[1], but informal solicitation recommended	At least two quotes must be obtained from qualified sources	Invitation for bids must be publicly advertised, provide sufficient response time, and define the items or services	Requests for Proposals[3] (RFP) must be publicized, provide sufficient response time, and identify all evaluation factors with their relative importance	Noncompetitive procurement can only be used if one of the following below apply[6]:
<i>Should</i> distribute micro purchases equitably among qualified suppliers	Price or rate quotes may include, but not limited to: advertisements, emails, letters, phone calls, in person, etc.	Invitation for bids must be solicited from at least two qualified sources	Proposals must be solicited from at least two qualified sources. Any response must be considered to the maximum extent practical	Item is only available from one source
		Independent estimates must be made prior to receiving bids or proposals	Independent estimates must be made prior to receiving bids or proposals. A written method of technical evaluations and selection must be followed	The public exigency, or emergency for the requirement will not permit a delay from competitive proposals
		All bids must be opened publicly at the time and place prescribed in the invitation for bids	Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program with price and other factors considered	The federal awarding agency or pass-through expressly authorize
		A firm fixed price contract will be made in writing to the lowest qualified bidder[2]	A fixed fee[4] or cost-reimbursable[5] contract will be issued	After solicitation of a number of sources, competition is determined to be insufficient

[1] Micro-purchases can be made without solicitation of competitive quotes if the price is considered reasonable. A cost is considered reasonable if it does not exceed what a prudent person would pay under the circumstances at the time the cost is incurred

[2] Where specified in the bidding documents, factors such as discounts, transportation costs, and life cycle costs **must** be considered in determining which bid is lowest

[3] RFPs **must**: identify all evaluation factors & their relative importance. Any response **must** be considered, to the maximum extent possible

[4] Fixed fee is an agreement that provides a specific level of support without regard to actual costs incurred under the Federal award. See: Uniform Guidance - §200.45 Fixed amount awards

[5] Cost-reimbursable contract is one that reimburses based on actual expenses incurred and also sets a ceiling price for maximum allowable cost

[6] [SPF's Justification for Noncompetitive Procurement Form should be used](#)