

## HSU SPF Purchasing/Procurement Matrix

Allowable methods of contracting for the purchase/procurement of goods and services under Uniform Guidance §200.318 - 200.326

<b><i>\$10,000 or less</i></b>	<b><i>\$10,000.01 - \$250,000</i></b>	<b><i>Greater than \$250,000</i></b>	<b><i>Greater than \$250,000</i></b>	<b><i>*Greater than \$10,000</i></b>
<b><i>Contract type: Micro Purchase</i></b>	<b><i>Small Purchase Procedure</i></b>	<b><i>Sealed Bid</i></b>	<b><i>Competitive Proposal</i></b>	<b><i>*Noncompetitive (Sole Source)</i></b>
Competitive quotes not required <sup>[1]</sup> , but informal solicitation recommended	At least two quotes <b>must</b> be obtained from qualified sources	Invitation for bids <b>must</b> be publicly advertised and solicited from at least two known suppliers with adequate time to respond	Proposals <b>must</b> be solicited from at least two qualified sources	Noncompetitive, also know as sole source, proposal can only be used if one of the following below apply:
<b>Must</b> 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 <b>must</b> define the items or services	Formal Requests for Proposals <sup>[3]</sup> (RFP) <b>must</b> be publicized.	Item is only available from one source
		A firm fixed price contract will be made in writing to the lowest qualified bidder <sup>[2]</sup>	A <i>fixed fee</i> <sup>[4]</sup> or <i>cost-reimbursable</i> <sup>[5]</sup> contract will be issued.	The public exigency, or emergency for the requirement will not permit a delay from competitive proposals
		Independent estimates <b>must</b> be made prior to receiving bids or proposals.	Contracts <b>must</b> be awarded to the responsible firm whose proposal is most advantageous to the program <sup>[6]</sup>	The federal awarding agency or pass-through expressly authorize
			Independent estimates <b>must</b> be made prior to receiving bids or proposals.	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 & 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 costs.

[6] A written method for conducting technical evaluations **must** be followed. Price and other factors **must** be considered.