

## Quick Reference Guide for Competitive Methods of Procurement

	Micro-Purchase Procedures	Small Purchase Procedures	Sealed Bidding	Competitive Proposals
When Appropriate	Purchase does not exceed the micro-purchase threshold defined at 2 C.F.R. § 200.67 (recently increased from \$3,500 to \$10,000).	Purchase does not exceed the simplified acquisition threshold defined at 2 C.F.R. § 200.88 (recently increased from \$150,000 to \$250,000).	Fixed price contracts (lump sum or unit price). <ul style="list-style-type: none"> <li>A complete, adequate, and realistic specification or purchase description is available.</li> <li>Bidder can be selected principally on the basis of price.</li> </ul>	Where award is not made exclusively on price or price-related factors due to the nature of the product/service being procured. e.g., <ul style="list-style-type: none"> <li>Requirements are less definitive.</li> <li>Performance risk is greater such that technical capability, past performance, and prior experience should be a dominant consideration in selection.</li> </ul>
Specific Requirements	<ul style="list-style-type: none"> <li>Determine that the price is fair and reasonable.</li> <li>If practicable, distribute micro-purchases equitably among qualified suppliers.</li> <li>Document reason for choice other than the lowest quote, if applicable.</li> <li>Contractor responsibility is a "go/no-go" determination.</li> </ul>	<ul style="list-style-type: none"> <li>Obtain at least 3 price or rate quotations from qualified vendors.</li> <li>Include price or rate quotations in the Procurement File.</li> <li>Document the independent estimate of the costs that indicates the procurement falls below the simplified acquisition threshold.</li> <li>Document that otherwise lowest bidder is not responsible, if applicable.</li> <li>Contractor responsibility is a "go/no-go" determination.</li> </ul>	<ul style="list-style-type: none"> <li>Awarded to lowest price bidder.</li> <li>Solicitation contains complete specifications or description of requirement.</li> <li>Contractor responsibility is a "go/no-go" determination.</li> <li>Solicitation must be advertised publicly if applicant is a local government.</li> <li>Bids must be opened publicly if applicant is a local government.</li> <li>Applicant must document a sound reason for any rejection of bids.</li> </ul>	<ul style="list-style-type: none"> <li>Solicitation must be publicized.</li> <li>Contractor responsibility must be documented (including any determination that the otherwise lowest bidder is not responsible).</li> <li>Solicitation must identify all evaluation factors and their relative importance.</li> <li>Solicitation must inform offerors that award will be made on "best value" basis and that applicant reserves the right to award the contract to other than the lowest price offeror.</li> <li>Applicant must have written method for conducting technical evaluations and selecting offerors.</li> <li>Price must be an evaluation factor (except for architectural/engineering professional services).</li> </ul>
Common Requirements	<ul style="list-style-type: none"> <li>Comply with applicant's own documented procurement procedures, which reflect applicable state and local laws and regulations.</li> <li>Tailor the solicitation's requirements to the applicant's scope of work.</li> <li>Conduct an independent estimate, and if applicable, a cost or price analysis.</li> <li>Include the contract provisions required by DHS, FEMA, and 2 C.F.R. § 200.326.</li> <li>Ensure the contract is not a cost-plus-percentage-of-cost contract.</li> <li>Ensure the contractor is responsible and not suspended, debarred, or otherwise excluded from or ineligible for participation in federal assistance programs and activities.</li> <li>Take the affirmative steps required by 2 C.F.R. § 200.321 to assure solicitation of disadvantaged firms (not required for micro-purchases).</li> </ul>			