

Crowley ISD Purchasing Procedures, Levels and Requirements

Purchase Commitment Amount in the <u>Aggregate</u> annually TEC 44.031	Supporting Document Required (multiple quotes must be of the "like" or "similar" in product and or services)	Additional Information needed on requisition such as how vendor is deemed advantageous to the district needs. (Federal Funds Purchase request Form, etc.)	RFP/RFQ/Approved District Vendor (can be from inter-local and or cooperative)	Board Approval (CISD will advise Board of purchases \$50,000 or more subsequently.) See CH(Local) for Exceptions	Advertising (Not Required or Required)
Purchases with State and Local Funds					
Micro-Purchase Threshold: For purchases \$0.01-\$50,000	1 quote from approved vendor	Not Required	Approved District Vendor	NO	Not Required
Small Purchase Threshold: For purchases \$50,001-\$249,999	Recommend 3 quotes from approved vendors to provide price comparisons	Not Required	Approved District Vendor	YES. Note Board approval date on requisition. See CH(Local) for exceptions	Not Required
Simplified Acquisition Threshold: For purchases at \$250,000 and above	Sealed bids or competitive proposals required	Cost or price analysis is required	Awarded vendor with best value to the district	YES. Note Board approval date on requisition	YES required. Any one purchase \$250,000 and above
Purchases with Federal Grant Funds					
Micro-Purchase Threshold: For purchases \$0.01-\$10,000 EDGAR 200.320(a)	Required 3 quotes from approved vendor unless RFP was Edgar compliant and awarded to specific vendor or TEA has provided TEA Request for Noncompetitive Procurement (Sole-Source) Approval or if the purchase is for allowable registration to a conference and or training classes and	Yes. Provide additional information on requisition	Approved District Vendor	NO	Not Required

	travel trips for both students and or staff				
Small Purchase Threshold: For purchases \$10,001-\$249,999 EDGAR 200.320(b)	Required 3 quotes from approved vendor unless RFP was Edgar compliant and awarded to specific vendor or TEA has provided TEA Request for Noncompetitive Procurement (Sole-Source) Approval or if the purchase is for allowable registration to a conference and or training classes and travel trips for both students and or staff	Yes. Provide additional information on requisition	Approved District Vendor	YES. Note Board approval date on requisition. See CH(Local) for exceptions	Not Required
Procurement by Sealed Proposal: For any purchase \$250,000 or greater EDGAR 200.320(b) Post Cost Analysis must be completed if only one bid response is received.	Sealed bids or competitive proposals	Cost or price analysis is required	Awarded vendor that will provide best value to the district	YES. Note Board approval date on requisition.CH (Local) for exceptions	YES required. Any one purchase \$250,000 and above
Purchase with Food Service Funds (240 and 242) Must Follow TDA Guidelines					
Micro-Purchase Threshold: For purchases \$0.01-\$10,000 **Updated as of December 30, 2019 per	Required 3 quotes from approved vendors unless RFP was TDA compliant and awarded to specific vendor or TDA has provided TDA Approval for	Yes. Provide additional information on requisition	Approved District Vendor	NO	Not Required

Arm 17a documentation.	Noncompetitive Procurement (Sole-Source)				
Small Purchase Threshold: For purchases \$10,001 to \$49,999.99 **Updated as of December 30, 2019 per Arm 17a documentation.	Required 3 quotes from approved vendors unless RFP was TDA compliant and awarded to specific vendor or TDA has provided TDA Approval for Noncompetitive Procurement (Sole-Source)	Yes. Provide additional information on requisition	Approved District Vendor	NO	Not Required
Formal Procurement Threshold: For purchases \$50,000 or greater **Updated as of December 30, 2019 per Arm 17a documentation.	Sealed bids or competitive proposals that is TDA/USDA compliant. Or TDA has provided TDA Approval for Noncompetitive Procurement (Sole-Source)	Cost or price analysis is required prior to advertisement of bid	Awarded vendor with best value to the district	YES. Note Board approval date on requisition.	Yes Required.

****Exceptions for 3 quotes requirement are below: ** (Does not apply to Food Service Fund 240 and/or 242)**

- TEA Approved Request for Noncompetitive Procurement
- Allowable Registration to Conference/Workshops Fees
- Allowable Field trips
- Allowable Travel for staff and students
- Allowable Membership fees