



Uniform Guidance when using Federal Funds in Procurement

(July 1, 2018)

Buyer: _____ Solicitation: _____ Date: _____

Micro Purchases: less than \$10,000

- 1. Distributed among a range of qualified vendors
- 2. Use inter-agency agreements where applicable
- 3. EPLS/SAM Verification

Small Purchases: less than \$250,000

- 1. Quotes/Bids required from adequate number of vendors
- 2. Distributed among a range of qualified vendors
- 3. Use inter-agency agreements where applicable
- 4. EPLS/SAM Verification

Formal Bid: \$250,000 or greater

- 1. Must be publicly solicited
- 2. Two or more bidders willing, able, and qualified to do the work
- 3. Complete, adequate, realistic specifications
 - 4. Firm fixed price contract is feasible
- 5. Vendor selected based on price
- 6. EPLS/SAM Verification
- 7. Cost/Price Analysis

Formal RFP: \$250,000 or greater

- 1. Must be publicly solicited
- 2. Two or more bidders willing, able, and qualified to do the work
- 3. Request for Proposal process
- 4. Responses from adequate number of vendors
- 5. Written method of evaluation
- 6. Price and other factors considered when selecting vendor
- 7. EPLS/SAM Verification
- 8. Cost/Price Analysis

Noncompetitive Proposals

- 1. Available only from a single source
- 2. Public agency or emergency
- 3. Expressly authorized by the awarding agency or pass through entity
- 4. Competition determined to be inadequate after solicitation
- 5. EPLS/SAM Verification
- 6. Cost/Price Analysis when \$250,000 or greater