

Federal Methods of Procurement Checklists

Purpose: This document will serve as a checklist or workflow when complying with the standards of the Code of Federal Regulations (CFR). Each category of procurement is covered throughout the three tables. Be sure to check the references listed in the furthest right columns for full details and information that did not serve the checklist format.

Federal Guidelines – Noncompetitive Procurement		
Only awarded if one or more of the criteria apply:		References:
<input type="checkbox"/>	The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold totaling \$ 10,000	<ul style="list-style-type: none"> 2 CFR 200.320(c)
<input type="checkbox"/>	The item is available only from a single source (requires documentation);	
<input type="checkbox"/>	The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;	
<input type="checkbox"/>	After solicitation of several sources, competition is determined inadequate.	

Federal Guidelines – Informal Methods of Procurement		
Purchase Type:	Standards:	References:
Informal Procurement	<input type="checkbox"/> The procurement of property or services does not exceed the Simplified Acquisition Threshold (SAT) of \$250,000 or a lower threshold	<ul style="list-style-type: none"> 2 CFR 200.320(a) 2 CFR 200.1 “Simplified acquisition threshold” 48 CFR 2.101 “Simplified acquisition threshold”
Micro-Purchases	\$10,000 <input type="checkbox"/> The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.	<ul style="list-style-type: none"> 2 CFR 200.320(a)(1)(i) 2 CFR 200.1 “Micro purchase threshold” 48 CFR 2.101 “Micro purchase threshold”
Small Purchases	\$10,000 - \$249,999 <input type="checkbox"/> The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. <i>If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.</i>	<ul style="list-style-type: none"> 2 CFR 200.320(a)(2)

Federal Guidelines – Formal Methods of Procurement		
Purchase Type:	Standards:	References:
Formal Methods of Procurement	<input type="checkbox"/> <p>\$250,000< Required when the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity</p>	2 CFR 200.320(b)
Sealed bids	Feasibility Checklist	
	<input type="checkbox"/>	Is there a complete, adequate, and realistic specification or purchase description is available?
	<input type="checkbox"/>	Are two or more responsible bidders willing and able to compete effectively for the business?
	<input type="checkbox"/>	Does the procurement lend itself to a firm fixed price contract? Can the selection of the successful bidder be made principally based on price?
	Requirement Checklist	
	<input type="checkbox"/>	Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;
	<input type="checkbox"/>	The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services for the bidder to properly respond;
	<input type="checkbox"/>	All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
<input type="checkbox"/>	A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and	
<input type="checkbox"/>	Any or all bids may be rejected if there is a sound documented reason.	
		2 CFR 200.320(b)(1)(i)
		2 CFR 200.320(b)(1)(ii)