| | Micro-Purchase | Small Purchase | Sealed Bid | Competitive Bid |
|---|---|---|---|---|
| **Funds** | CEAP, CSBG, DOE WAP, LIHEAP WAP, LIHWAP | | | |
| **Dollar Threshold** | $3,000 aggregate or less | $250,000 aggregate or less. | No $$ cap. Contract Length: 1yr contracts with up to 4yrs of renewals (5yr total) | |
| **Examples** | Office Supplies; Small Office Equipment | Office Supplies; Misc. Repairs & Services; Office Equipment; Vehicles; One-time Vendor Agreements | Fleet Vehicles; Contractors for Specific Fixed Price Construction Jobs (HOME) | Attorneys; Software; Equipment Maintenance; Single Auditors; WAP Contractors; Agency/Office Contractors (Cleaning/Lawn/etc.) |
| **Basic Info / Process** | Simple/ Small/ Quick Purchases<br><br>Micro-purchases may be awarded without soliciting competitive quotations if the local government considers the price to be reasonable.<br><br>1. Establish clear and accurate description of the requirements for the material, product, or service to be procured.<br>2. Make purchases.<br>3. Winning bid: Most reasonable and responsive lowest written price | Simple/ Quick Purchases<br><br>- Single Purchases/Individual Recurring Purchases made without contract: aggregate costs means the cost of the individual purchase.<br>- For contracts: aggregate costs means the total potential cost of the contract, including any option years and amendments, or the time between full procurements for that same goods/services/etc.<br><br>1. Establish clear and accurate description of the technical requirements for the material, product, or service to be procured.<br>2. Call/email/website search to get 3+ quotes.<br>3. Winning bid: Most reasonable and responsive lowest written price. | Competitive Proposals<br><br>1. Establish clear and accurate specifications of the requirements for the material, product, or service to be procured. In bid, include: Equal Opportunity Clause, Protest Procedures in the bid.<br>2. Formally advertise procurement opportunity to promote full and open competition. Allow 2+ weeks from initial bid advertisement before bids are due.<br>3. Receive all completed sealed bids by deadline. Must receive at least 2 qualified bids. Open bids publicly.<br>4. Perform Cost Analysis.<br>5. Evaluate bids according to internal procurement policies. No negotiation allowed.<br>6. Winning bid: Lowest bidder. | Competitive Proposals<br><br>1. Establish clear and accurate specifications of the requirements for the material, product, or service to be procured. In bid, include: scoring criteria for how bids will be evaluated, Equal Opportunity Clause, Protest Procedures in the bid.<br>2. Publicly advertise procurement opportunity to promote full and open competition. Allow 2+ weeks from initial bid advertisement before bids are due.<br>3. Receive all completed bids at deadline.<br>4. Perform Cost Analysis.<br>5. Evaluate bids according to internal procurement policies. Negotiation is allowed.<br>6. Winning bid: Based on scoring criteria. |

**Non-Competitive:** Majority of time, non-competitive is not an applicable method, it is the result of one of the above methods ending with one qualified bidder. If you have more questions, contact Department Training Staff.

**Debarment Check:** For all methods, Subrecipient MUST check winning vendor for debarment prior to completion of purchase.

**Prior Written Approval:** Per §TAC 1.404 (f) and Community Affairs contracts, all vehicles purchased with state or federal funds must be pre-approved by the Department via written correspondence. Additionally, certain equipment and capital expenditures might require prior written approval from the Department as outlined within 2 CFR §200.439 and/or the "*Procurement Standards*" section of your program contracts. Examples include: general purpose equipment, buildings, land, special purpose equipment, etc.

**References:** TAC §1.404 (Purchase & Procurement Standards); 2 CFR §200.318 (General Procurement Standards); 2 CFR §200.320 (Methods of Procurement); UGMS Subpart C._36; TxGMS