

**SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF GRANT COMPLIANCE AND FISCAL SERVICES
REQUIREMENTS MATRIX FOR GRANT FUNDED PURCHASES**

MOST RESTRICTIVE TO BE USED FOR GRANTS		GOODS		
		\$0 to \$10,000 (Micro)	\$10,001 to \$20,099	\$20,100 and Up
SDP Grants and Subgrantees Use Most Restrictive Requirements¹	Procedure	Minimum of one (1) verbal price quote from vendor (must be reasonable)	Minimum of two (2) verbal price quotes from vendors	SRC Resolution. Invitation to Bid (IFB)
	Advertised	No	No	Yes, Procurement Website
	MWBE Participation Solicited / Formal Plan	Solicitation	Solicitation	Solicitation up to \$100,000; Formal Plan over \$100,000

SERVICES			
\$0 to \$10,000 (Micro)	\$10,001 to \$20,000	\$20,001 to \$99,999	\$100,000 or More
Must be necessary and reasonable (LCA)	Minimum of two (2) verbal price quotes from vendors (LCA)	Minimum of three (3) written price quotes from vendors	SRC Resolution. Competitive Optional - ITB, RFQ, RFP
No	No	No	Yes
Solicited	Solicited	Formal Plan	Formal Plan and Range of Participation

		GOODS		
		\$0 to \$10,000 (Micro)	\$10,001 to \$20,099	\$20,100 and Up
SDP Requirements	Procedure	None	Minimum of two (2) verbal price quotes from vendor	SRC Resolution. Invitation to Bid (ITB)
	Advertised	No	No	Yes, Procurement Website
	MWBE Participation Solicited / Formal Plan	Solicitation	Solicitation	Solicitation up to \$100,000; Formal Plan over \$100,000

SERVICES			
\$0 to \$10,000 (Micro)	\$10,001 to \$20,000	\$20,001 to \$99,999	\$100,000 or More
Must be necessary and reasonable (LCA)	Minimum of two (2) verbal price quotes from vendor (LCA)	Minimum of three (3) written price quotes from vendor	SRC Resolution. Competitive Optional - ITB, RFQ, RFP
No	No	No	Yes
Solicited	Solicited	Formal Plan	Formal Plan and Range of Participation

		GOODS		
		Price / rate quotations from an adequate number of qualified sources		
Federal Requirements for SDP and Subgrantees²	Procedure	Price / rate quotations from an adequate number of qualified sources		
	Advertised	No	No	Yes
	MWBE Participation Solicited / Formal Plan	Take all necessary affirmative steps		

SERVICES			
			Competitive Required. Sealed bids
Price / rate quotations from an adequate number of qualified sources			Competitive Required. Sealed bids
No	No	No	Yes
Take all necessary affirmative steps			

¹All grants are subject to the federal, state and local requirements with the most restrictive that apply. No Operating JVs to federal grants are allowed that have NOT been procured under the most restrictive purchasign requirements.

²2 CFR Part 200.317. The federal rules contain a multitude of provisions and requirements and should be regularly consulted when engaging in procurements.