

**Administrative Procedures for Purchases Subject to a Competitive Process  
(Attachment for Policy No. 610)**

**Overview**

The following thresholds and corresponding solicitation methods are required for all District contracts, except in such cases where an exception to public bidding thresholds applies. These exceptions are detailed in the Policy for Purchase Exceptions to a Competitive Process.

**Solicitation Methods for Goods**

The District identifies goods as materials, supplies, and equipment to be furnished, sold or leased to the District (unless exempt by statute). The Solicitation vehicles and methods are as followed:

1. Contracts up to \$9,999 require at least one (1) verbal price quote from a vendor; obtaining three (3) quotes is recommended by the Office of Procurement Services.
2. Contracts in aggregate value of \$10,000\* to \$18,500\* require soliciting a minimum of three (3) documented quotes. Price quotations from diverse minority-owned businesses, women-owned businesses, or small disadvantaged businesses are encouraged to consider the selection.
3. Contracts in aggregate value of \$18,500\* to \$99,999 require a formal solicitation through a request for proposal or invitation for bid.
  - a. To include the Minority/Women Owned business community, diverse vendors will be solicited to bid where available.
  - b. The Office of Procurement Services will propose diversity participation goals that require adherence when eligible, but diversity participation is not a criterion for review in the award determination.
4. Contracts in aggregate value of \$100,000 and above either individually and/or over the life of the contract require a formal solicitation through a request for proposal or invitation for bid.
  - a. To include the Minority/Women Owned business community, diverse vendors will be solicited to bid where available.
  - b. The Office of Procurement Services will propose diversity participation on the solicitation and adherence tracking is required. The District will take all necessary affirmative steps to assure that minority-owned, women-owned, other small, disadvantaged business enterprises, and labor surplus area firms are used when possible.

**Solicitation Methods for Services**

The District identifies services as the furnishing of labor, time, or effort by a contractor not involving the delivery of specific supplies, materials, equipment or other end product other than drawings, specifications, or reports that are merely incidental to the required performance. The Solicitation vehicles and methods are as followed:

1. For contracts up to \$20,000, no competition is required via the Office of Procurement Services\*\*.
2. Contracts in aggregate value of over \$20,000 to under \$100,000 require an internal review to determine what process is beneficial to the District as per best judgement of the Office of Procurement Services.
  - a. To include the Minority/Women Owned business community, diverse vendors will be solicited to bid where available.
  - b. The Office of Procurement Services will propose diversity participation goals that require adherence to when eligible, but diversity participation is not a criterion for review in the award determination.
3. Contracts in aggregate value of \$100,000 and above either individually and/or over the life of the contract require a formal solicitation through a request for proposal or invitation for bid.
  - a. To include the Minority/Women Owned business community, diverse vendors will be solicited to bid where available.
  - b. The Office of Procurement Services will propose diversity participation on the solicitation and adherence tracking is required; diversity participation is a criterion for review in the award determination. The District will take all necessary affirmative steps to assure that minority-owned, women-owned, other small, disadvantaged business enterprises, and labor surplus area firms are used when possible.

### **Solicitation Methods for Construction**

The District identifies construction as all construction, reconstruction, repairs, maintenance or work of any nature, including the introduction of plumbing, heating and ventilating, or lighting systems, upon any school building or upon any school property. The Solicitation vehicles and methods are as followed:

1. Contracts up to \$9,999\* require at least one (1) verbal price quote from a vendor. The District may perform any construction, reconstruction, repairs, or work of any nature where the entire cost or value, including labor and material, up to this threshold by its own maintenance personnel.
2. Contracts in aggregate value of \$10,000\* to \$18,500\* requires soliciting a minimum of three (3) documented quotes. Price quotations from diverse minority-owned businesses, women-owned businesses, or small disadvantaged businesses are encouraged to consider the selection.
3. Contracts in aggregate value of \$18,500\* to \$99,999 require a formal solicitation through a request for proposal or invitation for bid.
  - a. To include the Minority/Women Owned business community, diverse vendors will be solicited to bid where available.
  - b. The Office of Procurement Services will propose diversity participation goals that require adherence when eligible, but diversity participation is not a criterion for review in the award determination.
4. Contracts in aggregate value of \$100,000 and above either individually and/or over the

life of the contract require a formal solicitation through a request for proposal or invitation for bid.

- a. To include the Minority/Women Owned business community, diverse vendors will be solicited to bid where available.
- b. The Office of Procurement Services will propose diversity participation on the solicitation and adherence tracking is required. The District will take all necessary affirmative steps to assure that minority-owned, women-owned, other small, disadvantaged business enterprises, and labor surplus area firms are used when possible.

**Charts for Reference**

<b>Procurement Thresholds for Goods</b>				
Threshold	< \$10,000*	≥ \$10,000 - < \$18,500*	≥ \$18,500 - < \$100,000	≥ \$100,000
Procurement Method	No required competition. One (1) verbal price quote is required; Obtaining (3) written quotes recommended	Competition through a request for quotation. Obtaining three (3) quotes required. Form required for records	Formal solicitation through a request for proposal or invitation for bid.	Formal solicitation through a request for proposal or invitation for bid.
Citation	[1] [2]	[1] [2]	[1] [4]	[1] [2] [4]
Diversity Participation Goal	Tracked internally; Not required	Tracked internally; Not required	Proposed, but not required	Required

<b>Procurement Thresholds for Services</b>				
Threshold	< \$10,000	≥ \$10,000 - < \$20,000	≥ \$20,000 - < \$100,000	≥ \$100,000
Procurement Method	No required competition.*	No required competition.*	Review to determine what process is beneficial to the SDP as per best judgement of the Office of Procurement Services	Formal solicitation through a request for proposal or invitation for bid.
Citation	[4][5][6]	[4][5][6]	[4][5][6]	[4][5][6]
Diversity Participation Goal	Tracked internally; Not required	Tracked internally; Not required	Proposed, but not required	Required

<b>Procurement Thresholds for Construction</b>				
Threshold	< \$10,000*	≥ \$10,000 - < \$18,500*	≥ \$18,500 - < \$100,000	≥ \$100,000
Procurement Method	No required competition. One (1) verbal price quote is required; The District may perform any construction, reconstruction, repairs, including labor and material by its own maintenance personnel.	Competition through a request for quotation. Obtaining three (3) quotes required. Form required for records	Formal solicitation through a request for proposal or invitation for bid.	Formal solicitation through a request for proposal or invitation for bid.
Citation	[1] [3]	[1] [3]	[1] [3]	[1] [3] [4]
Diversity Participation Goal	Tracked internally; Not required	Tracked internally; Not required	Proposed, but not required	Required

*\*Figure to be adjusted annually by CPI Index (not to exceed 3%) as maintained by The Office of Procurement Services. [\[1\]](#)*

*\*\*While not a solicitation process, these contracts are made via Limited Contract Agreements subject to the review and approval of the Limited Contract Review Committee*