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**FEDERAL FUNDS (GRANTS) PURCHASING POLICY**

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**I. Background**

As outlined in the Education Department General Administrative Regulations (EDGAR), the federal government adopted a new Uniform Grant Guidance in December 2014. Implementation was phased in with the last phase being the new procurement guidelines which went into effect July 1, 2016. Purchases funded by federal grant funds must adhere to regulations found in Uniform Guidance as a condition of receiving funds and to meet annual audit compliance. Carroll County Public Schools - Federal Funds Purchasing Policy will adhere to these federal guidelines for all grant funded procurements as follows.

**II. Methods of Procurement**

Procurement thresholds for supplies or services, individually or in the aggregate:

- a. Micro-Purchases – \$10,000 (or \$2,000 for purchases subject to the Davis-Bacon Act)
  - i. no competitive quotes required if it is believed that the price is reasonable
  - ii. purchases must be spread/shared among all qualified suppliers
  
- b. Small Purchases – \$10,001 to \$250,000.
  - i. price or rate quotations must be obtained from an “adequate” number of qualified sources; “adequate” to be determined by CCPS Purchasing
  - ii. quotes can be obtained from suppliers or from public websites
  
- c. Sealed Bids - \$250,000 +
  - i. solicitations sent to at least two (2) qualified bidders
  - ii. publicly advertised; i.e. CCPS website and eMMA
  - iii. awarded to lowest priced responsible and responsive vendor
  
- d. Competitive Proposal - \$250,000 +
  - i. solicitations sent to at least two (2) qualified bidders
  - ii. proposals shall contain explanation of the review and evaluation process
  - iii. award based on a combination of price and technical qualifications
  
- e. Sole Source – any amount, must meet the following criteria
  - i. good/service is only available from a single source
  - ii. only one (1) source can provide the good/service in the time frame required
  - iii. emergency procurement, when the human life, health or property is in jeopardy

- iv. approval must be granted by the Supervisor of Purchasing prior to the procurement by submitting the Sole Source Acquisition Documentation (attached). It is the cost center's responsibility to provide accurate and comprehensive documentation.

III. Suspension and Debarment Verification

For procurements utilizing Federal Funds, before a requisition is processed into a purchase order, the Purchasing Department will verify that the proposed vendor has not been suspended or debarred of doing business in the State of Maryland or on a federal level by checking the following websites:

- [www.bpw.maryland.gov](http://www.bpw.maryland.gov) (Publications → Debarments); review listing
- [www.sam.gov](http://www.sam.gov) (Search Records → Quick Search); enter vendor name

Once verified, the results will be notated on the requisition. If there are no suspensions or debarments, the purchase order will be issued.