



AN EARLY COLLEGE DISTRICT

# BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

**PURCHASING DEPARTMENT**

**Competitive and Cooperative Purchasing Levels and Requirements**  
**Local, State, and Federal Funds**

| Purchase Commitment Level   | Support Required                                | Additional Forms   | BID/CSP/RFQ  | Board Approval   | Advertising                     |
|---|---|--|--------------|--|---------------------------------|
| <sup>(1)(2)(3)</sup> Purchases of \$50,000+<br><i>(Local, State, and Federal Funds)</i>                     | Formal Bids (Education Code 44.031)             | As Required on Formal Bid Process<br><sup>(4)</sup> Cost Analysis Form | Required     | Agenda Item Required<br><br>(BIDS/Proposals)   | Required<br>2 Consecutive Weeks |
| <sup>(5)</sup> Sole Source Purchases of \$50,000+<br><i>(Local, State, and see below for Federal Funds)</i> | Requirement as Outlined (Education Code 44.031) | Sole Source Affidavit Form – Notarized TEA Forms as Required           | Not Required | Agenda Item Required<br><br>(General Function)   | Not Required                    |
| <sup>(6)</sup> Cooperative Purchases of \$50,000+<br><i>(Local, State, and Federal Funds)</i>               | 3 Quotes Attached to Purchase Request           | Quote Form   | Not Required | Not Required following CH (Local)<br>However, Superintendent may request Board approval on non-routine purchases based on cost of purchase | Not Required                    |

**NOTES:**

- Local, State, and Federal purchases of \$50,000 or more require competitive procurement through the issuance of bids, proposals, or qualifications, and one (1) vendor quote attached to the purchase request.
- Local, State, and Federal single purchases of \$10,000 or more using District issued or Cooperative Catalog/Percentage Discount bids require two (2) vendor quotes attached to purchase request.
- Local, State, and Federal purchases using the District issued General Merchandise or Grocery bids, catering, or on-line ordering systems do not require quotes.
- All Federal purchases of \$150,000 or more shall require a Cost Analysis form. All purchases for Food and Nutrition Services of \$50,000 or more shall require a Cost Analysis form.
- Federal Fund requirements may be more stringent; therefore, established Purchasing Levels will follow Federal Fund purchasing requirements as established by EDGAR, OMB Circular, 2 CFR, and ARM/Food and Nutrition Services, (i.e., School Food Nutrition funds are not allowed to use sole source items without prior approval from TDA).
- Purchases using District approved Cooperatives of \$50,000 or more require 3 vendor quotes attached to the purchase request. Following CH (Local), these purchases do not need Board approval; however the Superintendent of Schools may request Board approval on non-routine purchases based on cost of purchase.