

FREDERICKSBURG ISD PURCHASING LEVELS AND REQUIREMENTS

STATE and LOCAL FUNDS

#	Purchase Commitment Amount	Support Recommended	Additional Forms	RFP/BID	Board Approval
1	Purchases with AWARDED VENDORS or COOPERATIVE	1 QUOTE (unless over \$50,000 then 3 quotes are required)	OBTAIN WRITTEN QUOTE	ALREADY COMPLETED BY PURCHASING or COOP	REQUIRED IF VENDOR ANNUAL SPEND IS OVER \$50,000.00
2	Purchases \$49,999 and below in the aggregate (by commodity) with NON-AWARDED VENDORS	3 QUOTES	OBTAIN WRITTEN QUOTES	NOT REQUIRED, IF ANNUAL CATEGORY SPEND IS UNDER \$50,000	NOT REQUIRED
3	Purchases over \$50,000.00 with NON-AWARDED VENDORS	FORMAL BIDS REQUIRED	BID OR PROPOSAL TABULATION FORM	REQUIRED	REQUIRED
4	SOLE SOURCE PURCHASE (Approved by Purchasing prior to vendor completing Affidavit)	1 QUOTE	SOLE SOURCE AFFIDAVIT	NOT REQUIRED	REQUIRED IF VENDOR ANNUAL SPEND IS OVER \$50,000

FEDERAL FUNDS

5	Purchases with AWARDED VENDORS or COOPERATIVE	1 QUOTE (unless over \$50,000 then 3 quotes are required)	OBTAIN WRITTEN QUOTES	ALREADY COMPLETED BY PURCHASING or COOP	REQUIRED IF VENDOR ANNUAL SPEND IS OVER \$50,000.00
6	Purchases \$10,000 and below in the aggregate (by commodity) with NON-AWARDED VENDORS	1 QUOTE	MUST USE VARIOUS VENDORS "SPREAD AROUND"	NOT REQUIRED	NOT REQUIRED
7	Purchases of \$10,000.01 to \$49,999.00 in the aggregate (by commodity) with NON-AWARDED VENDORS	3 QUOTES	OBTAIN WRITTEN QUOTES	NOT REQUIRED	NOT REQUIRED
8	Purchases between \$50,000 - \$249,999 with NON-AWARDED VENDORS	FORMAL BIDS REQUIRED	BID OR PROPOSAL TABULATION FORM	REQUIRED	REQUIRED
9	Purchases over \$250,000.00 involving FEDERAL FUNDS	PRICE AND COST ANALYSIS ALSO REQUIRED	BID OR PROPOSAL TABULATION FORM	REQUIRED	REQUIRED
10	SOLE SOURCE PURCHASE involving FEDERAL FUNDS	1 QUOTE	TEA APPROVED SOLE SOURCE	NOT REQUIRED	REQUIRED IF VENDOR ANNUAL SPEND IS OVER \$50,000