

Minimum Procurement Requirements

Procurement Type	Estimate Amount	Specifications/Drawings	Advertising	Quotes	Formal Solicitation	Contract	Approval
Federal Funds	\$40,000-\$75,000			X			Fund Administrator
Consulting Services	\$40,000-\$75,000			X		X	Procurement Officer
District Funding	Over \$40,000						Fund Administrator
All Procurements	\$40,000-\$75,000			X			Procurement Officer
	\$75,000-\$400,000	X	X	X			Procurement Administrator
	Over \$400,000	X	X		X	X	Board of Directors

	Requestor	Procurement
Responsibility		
Cost Estimate	Primary	Assist
Specifications	Primary	Assist
Quote	Optional	Primary
Purchase Order	No	Yes
RFP	Assist	Primary
Advertising	No	Yes
Award	Assist	Primary
Contract	No	Yes
Procurement File	No	Yes

PASCO SCHOOL DISTRICT NO. 1

Small Works Checklist

Requirement	\$0-3,000	\$3,000-10,000	\$10,000-35,000	\$35,000-75,000	\$75,000-300,000
Project Estimate	Yes	Yes	Yes	Yes	Yes
Project Specifications	Optional	Optional	Optional	Yes	Yes
Multiple Quotes	Optional	Optional	Optional	Optional	Optional
RFP	No	No	No	Optional	Optional
Walk Through	Optional	Optional	Yes	Yes	Yes
Bid Award Notication	No	No	No	Yes	Yes
Purchase Order	Yes	Yes	Yes	Yes	Yes
Signed Contract	No	No	Optional	Yes	Yes
Performance Bond	No	No	Optional	Yes	Yes
Intent to Pay Prevailing Wage	Yes	Yes	Yes	Yes	Yes
Affidavit of Wages Paid	Yes	Yes	Yes	Yes	Yes

May Use Combined Form

Responsibility	Requestor	Procurement
Cost Estimate	Primary	Assist
Specifications	Primary	Assist
Quote	Optional	Optional
Purchase Order	Primary	Assist
RFP	Optional	Optional
Award Notification	Primary	Assist
Contract	Optional	Optional
Performance Bond	Primary	Assist
Prevailing Wage	Primary	Assist
Affidavit of Wages Paid	Primary	Assist
Procurement File	Optional	Optional