

With added requirements for Federal Funds

SERVICES (NON-CONSTRUCTION) 3/2019

Amount	Title I Order Form Pre-Approval Requirements	Requisition and Purchase Order Required	SPPS Request for Quote (RFQ)	SPPS Request for Bid(RFB, Ad Required)	SPPS Request for Proposal (RFP, Ad required)	Contract**	Contract Template	Negotiated By	Legal Review Required	Approval and Contract Signer
.00 - \$3,499 (for Schools) .00 - \$4,999 (for Departments & Programs)	Required for all services prior to developing a contract. Evidence of: Necessary, Reasonable, Allocable, Allowable	<b>REQUIRED</b> (See EXCEPTIONS below). For all Federal Funds, (Title 1, Special Ed, Federal Grants, etc) purchases under \$3,500, must be distributed equitably among qualified vendors.(unless you are buying off of a State or other approved contract)	<b>Required.</b> Title 1, Special Ed, Nutrition Services, Federal Grants and other grants - A minimum of 2 quotes are required, department may acquire. (can use screen shots of pricing)	Not Required	Not Required	<b>Required**</b>	SPPS Contract Template or Vendor Contract	Department or School	No, unless a Vendor Contract is used or the SPPS Template is modified**	See Signature Authority Matrix
<b>EXCEPTIONS Any Dollar Amount</b>	<b>These costs are not allowable on Title I (Hard wiring, nailed or attached to surfaces).</b>	<b>Consultant Contracts &amp; Construction REQUIRED</b> (consult with Facilities) or any hard-wired items, or anything screwed, nailed or otherwise attached to surfaces. Also required for any technology wiring etc. <b>GIFT CARDS ARE NOT ALLOWED TO BE PURCHASED.</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>EXCEPTIONS</b> \$01-3,499	Required for all services prior to developing a contract. Evidence of: Necessary, Reasonable, Allocable, Allowable	<b>NOT REQUIRED</b> , for these exceptions; Travel/Hotels/Conferences/Training/Workshops/Registrations(follow travel procedures), Check any Title 1, Special Ed, Federal Grants, other Grants or other restrictions that may apply to certain funds.	<b>Required.</b> Title 1, Special Ed, Nutrition Services, Federal Grants and other grants - A minimum of 2 quotes are required, department may acquire. (can use screen shots of pricing)	Not Required	Not Required	Generally not Required	SPPS Contract Template or Vendor Contract****	Department or School - With Title I if using Title I funds	No, unless a Vendor Contract is used or the SPPS Template is modified**	See Signature Authority Matrix
\$3,500-14,999 (for Schools) \$5,000 - \$14,999 (for Departments & Programs, except Federal Funds Expenditures, see note)	Required for all services prior to developing a contract. Evidence of: Necessary, Reasonable, Allocable, Allowable	<b>Yes</b>	<b>Required.</b> Title 1, Special Ed, Nutrition Services, Federal Grants and other grants - <b>A minimum of 2 quotes are required</b> (can use screen shots of pricing), <b>department may acquire, but must be approved by Purchasing.***</b>	Not Required, may receive bids/quotes instead	Not Required, may receive bids/quotes instead	<b>Required</b>	SPPS Contract Template or Vendor Contract****	Department or School - With Title I if using Title I funds	No, unless a Vendor Contract is used or the SPPS Template is modified**	See Signature Authority Matrix
\$15,000-24,999	Required for all services prior to developing a contract. Evidence of: Necessary, Reasonable, Allocable, Allowable	<b>Yes</b>	<b>Required.</b> Title 1, Special Ed, Nutrition Services, Federal Grants and other grants - <b>A minimum of 2 quotes are required</b> (can use screen shots of pricing), <b>department may acquire, but must be approved by Purchasing.***</b>	Not Required,(Federal Funds may receive bid/quotes instead)	Not Required,(Federal Funds may receive bid/quotes instead)	<b>Required**</b>	SPPS Contract Template or Vendor Contract****	Department or School, requires Purchasing approval	No, unless a Vendor Contract is used or the SPPS Template is modified**	See Signature Authority Matrix
\$25,000-49,999*	Required for all services prior to developing a contract. Evidence of: Necessary, Reasonable, Allocable, Allowable	<b>Yes</b>	<b>Required.</b> Title 1, Special Ed, Nutrition Services, Federal Grants and other grants - <b>A minimum of 2 quotes are required</b> (can use screen shots of pricing), <b>department may acquire, but must be approved by Purchasing.***</b>	Not Required, may receive bids instead	Not Required, may receive bids instead	<b>Required**</b>	SPPS Contract Template or Vendor Contract****	Department or Purchasing, requires Purchasing approval	No, unless a Vendor Contract is used or the SPPS Template is modified**	See Signature Authority Matrix
\$50,000-174,999*	Required for all services prior to developing a contract. Evidence of: Necessary, Reasonable, Allocable, Allowable	<b>Yes</b>	Not Allowed	Federal Funds requires Bid or RFP. Bid or RFP may be required for other funding source, <b>inquire of Purchasing ***</b>	Required, Bid or RFP may be done by Purchasing. ***	<b>Required**</b>	SPPS Contract Template or Vendor Contract****	Department or Purchasing, if RFP must involve Purchasing	No, unless a Vendor Contract is used or the SPPS Template is modified**	See Signature Authority Matrix
>\$175,000*	Required for all services prior to developing a contract. Evidence of: Necessary, Reasonable, Allocable, Allowable	<b>Yes</b>	Not Allowed	Required Advertised Bid or RFP ***	Required, Bid or RFP will be done by Purchasing. ***	<b>Required**</b>	SPPS Contract Template or Vendor Contract****	Purchasing	Yes	Board of Education approval required, Signature either Board Chair or Superintendent as dictated by Board Agenda Item. See Signature Authority Matrix.

\*If a MN State Contract is available, it must be considered first - <http://www.mmd.admin.state.mn.us/process/contract/index.asp> - Access Code: 501181

\*\* Requires Research Evaluation and Assessment contract if involving sharing of any data.

\*\*\* In lieu of Advertised Bids/Quotes or Request for Proposal a State of Minnesota or other Joint Powers Contract may be used to purchase. Any Purchase of \$175,000 or more requires advance Board approval.

\*\*\*\* Can not agree to prepay for services and for payment terms of less than 30 days

Non-Construction = Anything not directly related to a specific construction project; Office Supplies, Business Consultants, Training, Software, Computers, Phones, Clerical Services, Real Property, etc.

Construction = Goods, materials, supplies, construct/install/repair labor, or SOQ professional services used solely for the purpose of construction, remodel, renovation or the repair of a building/structure