

SERVICES (NON-CONSTRUCTION) 3/2019

Amount	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 (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)	Not Required, except for Federal funds expenditures at \$3,500 (including 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	Required**	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
EXCEPTIONS Any Dollar Amount	Consultant Contracts & Construction REQUIRED (consult with Facilities) or any hard-wired items, or anything screwed, nailed or otherwise attached to surfaces. Also required for any technology wiring etc. GIFT CARDS ARE NOT ALLOWED TO BE PURCHASED.	Not Required, except for Federal funds expenditures at \$3,500 (including 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	Required**	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
EXCEPTIONS \$.01-3,499	NOT REQUIRED , 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.	Not Required, except for Federal funds expenditures at \$3,500 (including 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	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)	Yes	Not required (recommend 2 quotes be obtained); Except for Federal funds expenditures at \$3,500 and above (including Title 1, Special Ed, Nutrition Services, Federal Grants) and other grants, a minimum of 2 quotes are required(can use screen shots of pricing), department may acquire, but must be approved by Purchasing.***		Not Required, may receive bids/quotes instead	Required	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
\$15,000-24,999	Yes	Not required (recommend 2 quotes be obtained); Except for Federal funds expenditures at \$3,500 and above (including Title 1, Special Ed, Nutrition Services, Federal Grants) and other grants, a minimum of 2 quotes are required, department may acquire, but must be approved by Purchasing.***		Not Required, may receive bids/quotes instead	Required**	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*	Yes	Not required (recommend 2 quotes be obtained); Except for Federal funds expenditures at \$3,500 and above (including Title 1, Special Ed, Nutrition Services, Federal Grants) and other grants, a minimum of 2 quotes/bids/RFP's are required, department may acquire, but must be approved by Purchasing.***		Not Required, may receive bids/quotes instead	Required**	SPPS Contract Template or Vendor Contract****	Department or Purchasing	No, unless a Vendor Contract is used or the SPPS Template is modified**	See Signature Authority Matrix
\$50,000-174,999*	Yes	Not Allowed	Federal Funds requires Bid or RFP. Bid or RFP may be required for other funding source, inquire of Purchasing ***	Required, Bid or RFP may be done by Purchasing. ***	Required**	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*	Yes	Not Allowed	Required Advertised Bid or RFP ***	Required, Bid or RFP will be done by Purchasing. ***	Required**	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