

Procurement Requirements

Policy No. 3700 Purchasing

Goods			
State / Local Funding		Federal Funding ¹	
\$ Amount	Action	\$ Amount	Action
< \$40,000	None Required	< \$40,000	Equitable Distribution & Document Price is Reasonable
\$40,000 - \$75,000	Three Quotes ⁴	\$40,000 - \$75,000	Three Quotes ⁴
> \$75,000	Formal Bid ⁴	> \$75,000	Formal Bid ⁴
Books ²			
State / Local Funding		Federal Funding ¹	
\$ Amount	Action	\$ Amount	Action
Any	None Required	< \$50,000	Equitable Distribution & Document Price is Reasonable
		\$50,000 - \$250,000	Three Quotes ⁴
		> \$250,000	Formal Bid ⁴
Services ³			
State / Local Funding		Federal Funding ¹	
\$ Amount	Action	\$ Amount	Action
Any	None Required	< \$50,000	Equitable Distribution & Document Price is Reasonable
		\$50,000 - \$250,000	Three Quotes ⁴
		> \$250,000	Formal Bid ⁴

Federal Programs			
Program	Description	ALN	Responsibility
2400	Special Ed IDEA	84.027	Miriam Tencate
2401	Special Ed Preschool	84.173	Miriam Tencate
2402	Safety Net	84.027	Miriam Tencate
3860	CTE Carl Perkins	84.048	Dan Tedor
51XX	Title IA	84.010	Sarah Danielson
5201	Title IIA	84.367	Gina Anderson
5207	Title IVA	84.424	Gina Anderson
6401	Title III ELL	84.365	Sarah Danielson

Federal Programs			
Program	Description	ALN	Responsibility
8805	ARPA ECEAP Summer	21.027	Matt Wyant
98XX	National School Breakfast & Lunch	10.553/10.555	Mollie Langum
9816	SFSP Summer	10.559	Mollie Langum

Important Notes:

- 1 **≥ \$25,000** paid to vendor (*annually*) **must** confirm vendor isn't suspended or debarred from federal programs **prior** to any purchase:
 - www.sam.gov vendor verification (*print with date*) **OR**
 - Claus in vendor signed contract or PO (*both sides provided*) **OR**
 - Vendor signed Suspension & Debarment certification
- 2 **Includes** textbooks, curriculum and instructional resources in Activity 22, 27 & 33. RCW 28A.335.190
- 3 **Excludes** Public Works and Architectural and Engineering (A&E) Services
*Please contact the **Operations Department** for Public Works and A&E requirements.*

Public Works includes all work, construction, alteration, repair, or improvement, other than ordinary maintenance, executed at the cost of the District.
RCW 39.04.010

A&E Services include architects, engineers, land surveyors and landscape architects.
RCW 39.80

- 4 **Exceptions** to procurement requirements:

Piggybacking relying on the bid awards and contracts of others through an interlocal agreement and/or purchasing cooperative.
A **Piggybacking Checklist** **must** be completed **prior** to any purchase.

Sole Source (*rare*) purchases that are clearly and legitimately limited to a single (sole) source of supply.
A **Sole Source** form **must** be completed **prior** to any purchase.

Emergency (*rare*) a condition presenting a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.
An **Emergency Declaration** form **must** be completed within two weeks of purchase.