FY-2023-2024 Purchasing Threshold Information

	Crowley ISD Purchasing Procedures, Levels and Requirements						
Purchase Commitment	Supporting Document	Additional Information	RFP/RFQ/Approved	Board Approval	Advertising (Not		
Amount in the	Required (multiple	needed on requisition	District Vendor (can	(CISD will advise	Required or Required)		
Aggregate annually	quotes must be of the	such as how vendor is	be from inter-local	Board of purchases			
TEC 44.031	"like" or "similar" in	deemed advantageous to	and or cooperative)	\$50,000 or more			
	product and or	the district needs.		subsequently.) See			
	services)	(Federal Funds Purchase		CH(Local) for			
		request Form, etc.)		Exceptions			
		Purchases with State			T		
Micro-Purchase	1 quote from approved	Not Required	Approved District	NO	Not Required		
Threshold: For	vendor		Vendor				
purchases \$0.01-							
\$50,000							
Small Purchase	Recommend 3 quotes	Not Required	Approved District	YES. Note Board	Not Required		
Threshold: For	from approved vendors		Vendor	approval date on			
purchases \$50,001-	to provide price			requisition. See			
\$499,999	comparisons			CH(Local) for			
				exceptions			
Simplified Acquisition	Sealed bids or	Cost or price analysis is	Awarded vendor with	YES. Note Board	YES required		
Threshold: For	competitive proposals	required	best value to the	approval date on			
purchases at \$500,000	required		district	requisition			
and above			10				
		Purchases with Fede		1,10	I		
Micro-Purchase	Required 3 quotes from	Yes. Provide additional	Approved District	NO	Not Required		
Threshold: For	approved vendor	information on requisition	Vendor				
purchases \$0.01-	unless RFP was Edgar						
\$10,000	compliant and awarded						
EDGAR 200.320(a)	to specific vendor or TEA has provided TEA						
EDGAK 200.520(a)	Request for						
	Noncompetitive						
	Procurement (Sole-						
	Source) Approval or if						
	the purchase is for						
	allowable registration						
	to a conference and or						
	training classes and						
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FY-2023-2024 Purchasing Threshold Information

Students and or staff Required 3 quotes from approved vendor unless RP was Edgar compliant and awarded to specific vendor or TEA has provided TEA Request for Noncompetitive Procurement (Sole-Source) Approval or if the purchase is for allowable registration to a conference and or training classes and proposals. For any purchase \$250,000 or greater EDGAR 200.320(b) Post Cost Analysis must be completed if only one bid response is received. Micro-Purchase Threshold: For approvade wendors is received. Purchase with Food Service Funds (240 and 242) Must Follow TDA Guidelines Not Required approval date on requisition. Approved District Wendor Yes. Provide additional approval date on requisition. Approved District Wendor Yes. Note Board approval date on requisition. Awarded vendor that will provide best value to the district to the district (Local) for exceptions YES required. Any one purchase \$250,000 or greater FOAX 200.320(b) Post Cost Analysis must be completed if only one bid response is received. Purchase with Food Service Funds (240 and 242) Must Follow TDA Guidelines Micro-Purchase Threshold: For approved vendors ap		turn val turina fau bath		1				
Small Purchase Threshold: For purchase Students and proved vendor approved vendor approval date on requisition. See CH(Local) for exceptions		travel trips for both						
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	December 30, 2019 per	Approval for						

FY-2023-2024 Purchasing Threshold Information

Arm 17a documentation.	Noncompetitive Procurement (Sole-				
	Source)				
Small Purchase Threshold: For purchases \$10,001 to \$49,999.99 **Updated as of December 30, 2019 per Arm 17a documentation.	Required 3 quotes from approved vendors unless RFP was TDA compliant and awarded to specific vendor or TDA has provided TDA Approval for Noncompetitive Procurement (Sole-Source)	Yes. Provide additional information on requisition	Approved District Vendor	NO	Not Required
Formal Procurement Threshold: For purchases \$50,000 or greater **Updated as of December 30, 2019 per Arm 17a documentation.	Sealed bids or competitive proposals that is TDA/USDA compliant. Or TDA has provided TDA Approval for Noncompetitive Procurement (Sole-Source)	Cost or price analysis is required prior to advertisement of bid	Awarded vendor with best value to the district	YES. Note Board approval date on requisition.	Yes Required.

**Exceptions for 3 quotes requirement are below: **

- TEA or TDA Approved Request for Noncompetitive Procurement
- Allowable Registration to Conference/Workshops Fees
- Allowable Field trips
- Allowable Travel for staff and students
- Allowable Membership fees