

NEDERLAND I.S.D. PURCHASING LEVELS AND REQUIREMENTS

Purchase Commitment Amount	Support Required	Additional Forms	RFP/RFQ	Board Approval	Advertising
Purchases with State and Local Funds					
For purchases Less than \$20,000.00	MULTIPLE WRITTEN QUOTES	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases of \$20,000.00 to \$49,999.99	3 FORMAL WRITTEN QUOTES or (Co-Op/Catalog Purchase: 1 Quote)	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases over \$50,000.00 Competitive Procurement/Texas	FORMAL BIDS (Education Code 44.031)	BID OR PROPOSAL TABULATION FORM	REQUIRED	BOARD AGENDA ITEM REQUIRED	REQUIRED Two (2) consecutive weeks
PURCHASING COOPERATIVE \$50,000.00 and over	3 FORMAL WRITTEN QUOTES	NOT REQUIRED	NOT REQUIRED	AGENDA ITEM REQUIRED	NOT REQUIRED
SOLE SOURCE PURCHASE \$50,000.00 and over (Below \$50,000 no Agenda Item)	1 FORMAL WRITTEN QUOTE	SOLE SOURCE AFFIDAVIT	NOT REQUIRED	AGENDA ITEM REQUIRED	NOT REQUIRED
Purchases with Federal Grant Funds					
For purchases less than \$10,000.00 (micro-purchases/Fed funds)	1 FORMAL WRITTEN QUOTE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases of \$10,000.00 to \$49,999.99 (Small purchase/Fed Funds)	MULTIPLE WRITTEN QUOTES (ALSO EDGAR COMPLIANT COOPS)	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases over \$50,000.00 (Small purchase/Fed Funds) Competitive Procurement/Texas	FORMAL BIDS (Education Code 44.031)	BID OR PROPOSAL TABULATION FORM	REQUIRED	BOARD AGENDA ITEM REQUIRED	REQUIRED Two (2) consecutive weeks
For purchases over \$250,000.00 Single Acquisition Threshold/Fed	COMPETITIVE PROCUREMENT (Sealed Bids or Competitive Proposals)	INDEPENDENT ESTIMATE/ANALYSIS	REQUIRED	AGENDA ITEM REQUIRED	REQUIRED Two (2) consecutive weeks
SOLE SOURCE PURCHASE \$50,000.00 and over (Below \$50,000 no Agenda Item)	1 FORMAL WRITTEN QUOTE	SOLE SOURCE AFFIDAVIT	NOT REQUIRED	AGENDA ITEM REQUIRED	NOT REQUIRED