



HIGHLAND PARK ISD PURCHASING LEVELS AND REQUIREMENTS - FEDERAL GRANT FUNDS

Applicable state and federal requirements, Board policy, and District administrative procedures should be reviewed for each purchase.

Purchase Amount / Threshold	Support Required	Required Documentation	Competitive Solicitation	Board Approval	Advertising Requirement
Purchases less than \$14,999 (Micro-Purchase)	None (if District Considers Price to be Reasonable and Equitable distribution of purchase)	1 Quote	Not Required	Not Required	Not Required
Purchases of \$15,000 to \$99,999 (Small-Purchase/Federal Funds)	3 Quotes or Cooperative Contract	3 Quotes	Not Required	Not Required	Not Required
For Purchases \$100,000 to \$349,000 (Small-Purchase/Federal Funds)	Competitive Solicitation or Cooperative Contract (TEC 44.031)	All Contract Documents will be Reviewed by Purchasing (Tabulation)	Required	Competitive Solicitation Issued by District will Require a Board Agenda Item	Required (Two (2) Consecutive Weeks)
Purchase is Over \$350,000 (Simplified Acquisition Threshold (SAT))	Competitive Solicitation (Cost or Price Analysis and Independent Cost Estimate)	Independent Estimate Prior To Formal Bid & Price and/or Cost Analysis After Formal Bid Required	Required	Competitive Solicitation Issued by District will Require a Board Agenda Item	Required (Two (2) Consecutive Weeks)
Sole Source	1 Quote	TEA Sole Source Forms	Not Required	Not Required	Not Required