

MSBSD PURCHASING THRESHOLD MATRIX

PURCHASES OF SUPPLIES AND SERVICES FOR THE MSBSD

ESTIMATED PRICE OF PROCUREMENT	MINIMUM COMPETITION REQUIRED	FORMS USED BY DEPARTMENT	PUBLIC NOTICE REQUIREMENT	AWARD METHOD	DOCUMENTATION SUBMITTED TO PURCHASING
<u>Less than \$25,000</u> PURCHASES OF SUPPLIES AND SERVICES	No minimum number of quotes required as long as the price is deemed reasonable, and purchases are distributed equitably among qualified providers.	Email and/or Request for Quotation	No minimum requirement.	If multiple quotes, select the low quote.	If this is a SERVICE, a Professional Services Contract is required. Quotation(s) and/or completed Request for Quotation form(s) and/or vendor email communication(s)
<u>\$25,000-\$99,999</u> PURCHASES OF SUPPLIES AND SERVICES	Quotes must be obtained from an adequate number of qualified sources (three or more recommended) *	Email and/or Request for Quotation	No minimum requirement. Request for Quotation can be posted on the MSBSD Website.	Select the low quote.	If this is a SERVICE, a Professional Services Contract is required. Quotations and/or completed Request for Quotation forms and/or vendor email communications
<u>\$100,000+</u> PURCHASES OF SUPPLIES AND SERVICES Purchasing will conduct this procurement in conjunction with schools/departments.	Sealed Bid or Request for Proposals *	Bidding documents created in conjunction with the Purchasing Department	MSBSD Website and Local Newspaper Postings	If a Bid, select the lowest responsive bid. If a Request for Proposals, select the highest cumulative score.	Documentation will be created in conjunction with the Purchasing Department.
<u>\$250,000+</u> PURCHASES OF SERVICES Purchasing will conduct this procurement in conjunction with schools/departments.	Sealed Bid or Request for Proposals *	Bidding documents created in conjunction with the Purchasing Department	MSBSD Website and Local Newspaper Postings	If a Bid, select the lowest responsive bid. If a Request for Proposals, select the highest cumulative score. MSBSD School Board Approval is required prior to contract.	Documentation will be created in conjunction with the Purchasing Department.

*Exceptions to MINIMUM COMPETITION REQUIRED for purchases \$25,000 and over:

If the purchase is available through a **cooperative purchasing organization** (of which the District is a member), the above competition requirements do not apply. However, the purchase requisition MUST include a quotation referencing the cooperative organization and the applicable contracts through which the pricing is provided.

If the purchase falls under an appropriate **non-competitive proposal exemption** listed in MSBSD School Board Policy 3311, the above competition requirements do not apply. However, the purchase requisition MUST include a fully-approved Exemption from Formal Bidding Requirements form (for non-Federally-funded purchases) OR a fully-approved Federal Funds Procurement by Non-Competitive Proposals from (for Federally-funded purchases).