

Procurement Requirements

Policy No. 6220 Purchasing

Goods			
State / Local Funding		Federal Funding¹	
\$ Amount	Action	\$ Amount	Action
< \$40,000	None Required	< \$10,000	Equitable Distribution & Document Reasonable Price
\$40,000 - \$75,000	Three Quotes ⁴	\$10,000 - \$75,000	Three Quotes ⁴
> \$75,000	Formal Bid ⁴	> \$75,000	Formal Bid ⁴
Books²			
State / Local Funding		Federal Funding¹	
\$ Amount	Action	\$ Amount	Action
Any	None Required	< \$10,000	Equitable Distribution & Document Reasonable Price
		\$10,000 - \$75,000	Three Quotes ⁴
		> \$75,000	Formal Bid ⁴
Services³			
State / Local Funding		Federal Funding¹	
\$ Amount	Action	\$ Amount	Action
Any	None Required	< \$10,000	Equitable Distribution & Document Reasonable Price
		\$10,000 - \$250,000	Three Quotes ⁴
		> \$250,000	Formal Bid ⁴

Federal Programs			
Program	Description	CFDA No.	Responsibility
2400	Special Ed IDEA	84.027	Nicole Fitch
2496	Special Ed Preschool	84.173	Nicole Fitch
2404	Safety Net	84.027	Nicole Fitch
3860/3862	CTE Carl Perkins & Reserve	84.048	Brian Ferguson
51XX	Title IA	84.010	Monica Phillips
5274	Title IIA	84.367	Dan Schlotfeldt
5200	Title IVA	84.424	Ginger Callison
6400	Title III ELLs	84.365	Monica Phillips

Federal Programs			
Program	Description	CFDA No.	Responsibility
8926/8998	SFSP COVID-19 & SFSP Summer	10.559	Pam Chambers
98XX	National School Breakfast & Lunch	10.553/10.555	Pam Chambers
Misc	Description	CFDA No.	Responsibility
8000	FEMA COVID-19	97.036	Various
8000	ESSER I COVID-19	84.425D	Various

Important Notes:

- 1 **≥ \$25,000** paid to vendor (*annually*) evokes federal Suspension & Debarment requirements. A **PO must** be issued (*both sides provided*) **prior** to any purchase.

- 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 must** be completed **prior** to any purchase. See Federal Procurement Suspension/Debarment Form.

Emergency (*rare*) a condition presenting an immediate threat to performance of essential District functions or a condition likely to result in immediate physical injury to persons or property of the District.
An **Emergency Declaration form must** be completed within two weeks.

We must **DOCUMENT** our compliance with procurement requirements.