

|                             | Micro-Purchase   | Small Purchase  | Sealed Bid  | Competitive Bid   |
|-----------------------------|--|---|---|---|
| <b>Funds</b>                | CEAP, CSBG, DOE WAP, LIHEAP WAP  |   |   |   |
| <b>Dollar Threshold</b>     | \$10,000 aggregate or less   | \$250,000 aggregate or less.  | No \$\$ cap.<br>Contract Length: 1yr contracts with up to 4yrs of renewals (5yr total)  |   |
| <b>Examples</b>             | Office Supplies;<br>Small Office Equipment   | Office Supplies;<br>Misc Repairs & Services;<br>Office Equipment; Vehicles;<br>One-time Vendor Agreements   | Fleet Vehicles;<br>Contractors for Specific Fixed Price<br>Construction Jobs (HOME)   | Attorneys; Software; Equipment<br>Maintenance; Single Auditors;<br>WAP Contractors; Agency/Office<br>Contractors (Cleaning/Lawn/etc)  |
| <b>Basic Info / Process</b> | <p>Simple/ Small/ Quick Purchases</p> <p>Micro-purchases may be awarded without soliciting competitive quotations if the local government considers the price to be reasonable.</p> <ol style="list-style-type: none"> <li>1. Establish clear and accurate description of the requirements for the material, product, or service to be procured.</li> <li>2. Make purchases.</li> <li>3. Winning bid: Most reasonable and responsive lowest written price</li> </ol> | <p>Simple/ Quick Purchases</p> <p>- Single Purchases/Individual Recurring Purchases made without contract: aggregate costs means the cost of the individual purchase.<br/>- For contracts: aggregate costs means the total potential cost of the contract, including any option years and amendments, or the time between full procurements for that same goods/services/etc.</p> <ol style="list-style-type: none"> <li>1. Establish clear and accurate description of the technical requirements for the material, product, or service to be procured.</li> <li>2. Call/email/website search to get 3+ quotes.</li> <li>3. Winning bid: Most reasonable and responsive lowest written price.</li> </ol> | <p>Competitive Proposals</p> <ol style="list-style-type: none"> <li>1. Establish clear and accurate specifications of the requirements for the material, product, or service to be procured. In bid, include: Equal Opportunity Clause, Protest Procedures in the bid.</li> <li>2. Formally advertise procurement opportunity to promote full and open competition. Allow 2+ weeks from initial bid advertisement before bids are due.</li> <li>3. Receive all completed sealed bids by deadline. Must receive at least 2 qualified bids. Open bids publicly.</li> <li>4. Perform Cost Analysis.</li> <li>5. Evaluate bids according to internal procurement policies. No negotiation allowed.</li> <li>6. Winning bid: Lowest bidder.</li> </ol> | <p>Competitive Proposals</p> <ol style="list-style-type: none"> <li>1. Establish clear and accurate specifications of the requirements for the material, product, or service to be procured. In bid, include: scoring criteria for how bids will be evaluated, Equal Opportunity Clause, Protest Procedures in the bid.</li> <li>2. Publicly advertise procurement opportunity to promote full and open competition. Allow 2+ weeks from initial bid advertisement before bids are due.</li> <li>3. Receive all completed bids at deadline.</li> <li>4. Perform Cost Analysis.</li> <li>5. Evaluate bids according to internal procurement policies. Negotiation is allowed.</li> <li>6. Winning bid: Based on scoring criteria.</li> </ol> |

**Non-Competitive:** Majority of time, non-competitive is not an applicable method, it is the result of one of the above methods ending with one qualified bidder. If you have more questions, contact Department Training Staff.

**Debarment Check:** For all methods, Subrecipient MUST check winning vendor for debarment prior to completion of purchase.

**Prior Written Approval:** Per [§TAC 1.404 \(f\)](#) and Community Affairs contracts, all vehicles purchased with state or federal funds must be pre-approved by the Department via written correspondence. Additionally, certain equipment and capital expenditures might require prior written approval from the Department as outlined within [2 CFR §200.439](#) and/or the "Procurement Standards" section of your program contracts. Examples include: general purpose equipment, buildings, land, special purpose equipment, etc.

**References:** [TAC §1.404](#) (Purchase & Procurement Standards); [2 CFR §200.318](#) (General Procurement Standards); [2 CFR §200.320](#) (Methods of Procurement); UGMS Subpart C.\_36; [TxGMS](#)