Annual Procurement Checklist

Task to Complete	Explanation	Documentation	Date Completed	Who
Procurement Preparation				
All sponsors must have a documented procurement plan, written standards of conduct that meet regulations, and written protest procedures.	7 CFR 210.21 2 CFR 200.318	Written procurement procedures		
Determine if your school district/sponsor has a more restrictive small purchase threshold than the state. MT Small Purchase Threshold: $80,000 Local Small Purchase Threshold:_____	Sponsors must follow the most restrictive threshold.	Written procurement Procedures		
Micro-Purchase Requirements ($0-$15,000): may be awarded without soliciting competitive price quotes if SFA considers price to be reasonable.				
Document Micro-Purchase Procedures. SFA is responsible for determining and documenting an appropriate micro-purchase threshold (up to $50,000 if SFA self-certifies)	Include plan for purchasing, who you are purchasing from, how often procurements are made. 2 CFR 200.320(a)(1)(iii)	Written procurement procedures		
Maintain purchasing documentation to verify that all procurements are below $15,000 (or below the SFA's self-certified threshold).	Ensure federal funds are allowable, reasonable, and allocable 2 CFR 200.320(a)(iv)	Invoices Receipts		
May be awarded without soliciting competitive price quotes if the recipient considers the price to be reasonable based on research. 2 CFR 200.320(a)(1)(ii).	May be awarded without soliciting competitive price quotes if the program operator considers the price to be reasonable based on research.	Written procurement procedures		
Small Purchase Requirements ($15,000-$80,000): Must compare prices, SFA decides who to ask for prices, specifications required.				
Document Small Purchase Procedures. 2 CFR 200.320(a)(2).	Include plan for purchasing, who you are purchasing from, how often procurements are made.	Written procurement procedures		
Maintain procurement documentation to verify that all procurements are less than $80,000.	Price or rate quotations must be obtained from an adequate number of qualified sources. Ensure purchases are allowable, reasonable and allocable.	Specifications Solicitation documents Purchase orders Invoices Receipts Contract terms (if applicable)		
At least 2 or more price quotes obtained for each procurement.	Competition is an essential part of the procurement process.	Include date of price quote. May use documented calls, store flyers, e-mails, solicitations, etc. Small Purchase Cost Comparison Worksheet		
Formal Purchase Requirements ($80,000+): Invitation for Bid (IFB) or Request for Proposal (RFP)				
Document Formal Purchase Procedures 2 CFR 200.320(b).	IFB, RFP: Maintain procurement documentation.	Written procurement procedures		
Required for purchases over $80,000 MT threshold. Formal procurement methods are competitive and require public notice.	Specific process must be followed for proper formal procurement.	Competitive Sealed Bid/IFB Process Documentation Competitive Proposal/RFP Process Documentation		