PROCEDURES FOR ALL FEDERAL PURCHASES

In compliance with the Education Department General Administrative Regulations (EDGAR), the following guidelines must be adhered to for all **federally funded purchases beginning July 1, 2018**.

- **Micro Purchases** – are purchases of goods and services that are less than $3,500. Quotes are NOT required for purchases that are less than $3,500. However, purchases MUST be from qualified vendors and purchased equitable from qualified vendors. (example: purchase of paper costing $2,000). **With the exception of Food Service**, micro purchase procedures may be considered on a case by case situation.

- **Small Purchases**- are purchases that cost between $3,501 and $49,999. Per EDGAR, price or rate quotations must obtained from an adequate number of qualified sources. This applies even to vendors that are on Region 7 or other co-ops.
  - **Tyler ISD requires purchases $50,000 and over to be presented to the Board for their approval prior to the PO being created and purchase made.**

For **ALL federal purchases ranging from $1 - $49,999** (with the aforementioned exception for Food Service Micro Purchases):
  - At least two price quotes must be obtained in writing (three are preferred). Food Service must have three quotes.
  - Quotes may be received from vendors, vendor online price list, or generated from online search engines.
  - **All purchase orders** for federal purchases ranging from $1 - $49,999 must have the required quotes **attached to the requisitions submitted in TEAMS**.

- **Purchases that are $50,000 and over** - Require Board approval.

- **Purchases that are $50,000 and over** - Require Competitive bidding or competitive proposals. (note: using the cooperatives that Tyler ISD is a member of satisfies the competitive bidding requirement). Attach the quote/proposal from the **awarded co-op vendor** to your requisition in TEAMS. Food Service will maintain their records internally.

- **EDGAR Acquisition Threshold over $150k**
  - Will require independent price or cost analysis
  - Price analysis evaluates the fairness and reasonableness of the total lump sum price, and can be used only if:
    - Purchase price was competitively procured in accordance with law; and
    - More than one bid or proposal was received.

- Vendors that are claiming sole source status **must complete and notarize** the sole source affidavit available on the Purchasing Department’s website. TEA must approve the use of any sole source vendor.