

Determining the Proper Purchasing Process for Federal Funds

In **AGGREGATE**, how much money (all fund sources combined) has the **whole district spent** this **fiscal year** for the **commodity** (type of item/service) you are wanting to purchase?

Reference: [HISD Purchasing Manual](#)

Reference: [Humble ISD Commodity Expenditure Chart provided by Purchasing.](#)

RFP = Request for Proposal
CSP = Competitive Sealed Proposal
Co-Op = Purchasing Cooperative (e.g., Buy Board, Interlocal Agreement)

Ensure the purchase price is **reasonable** and the item/service is **necessary** to address **identified needs** in compliance with the fund source regulations (**allowable/allocable**). To the extent practicable, distribute purchases equitably among qualified suppliers. If required to obtain quotes (see below), obtain at least one quote from a [certified small, woman, or minority owned business](#) if possible.

If **\$0-\$10,000** in **aggregate**, follow the process for a **Micro Purchase**

If **\$10,001 - \$49,999** in **aggregate**, follow the process for a **Small Purchase**

If **≥ \$50,000** in **aggregate**, follow Humble ISD [CH Policy](#)

If **≥ \$250,000** in **aggregate**, follow the [6 affirmative steps](#) required by [2 CFR 200.321](#)

Is vendor under a district approved RFP/CSP, or Co-Op?

Attach 1 written quote from the vendor you are wanting to use to your requisition.
If part of a Co-Op, the quote should include the CoOp contract number.

If vendor is NOT part of an approved RFP/CSP, then attach the vendor signed [EDGAR 2 CFR 200 Appendix II](#) contract provision to the requisition.

3 written quotes are required (internet search/quotes ARE allowable), and attach the [Tabulation form](#) with your justification. If NOT part of an RFP/CSP attach the vendor signed [EDGAR 2 CFR 200 Appendix II](#) contract provision to the requisition.

Contact Purchasing
Requires public advertising, and full/open competition (either sealed bidding or competitive proposal method). Allow up to 3 months to process.

Contact Purchasing
Requires: an independent estimate; cost/price analysis; and ensure vendor is not suspended, debarred or otherwise ineligible for participation ([CFR 200.213](#))