

Federal Funds 100-399 and Az Procurement Rules Crosswalk & Solicitation Verbiage for 510 Funds

FEDERAL GUIDELINES	ARIZONA PROCUREMENT	BEST PRACTICE
<p>Micro Purchase: less than \$3500. Spread purchases between vendors.</p>	<p>>>>> If you have a contract or annual quotes that are more restrictive than the Federal Guidelines you do not have to do the Micro Purchase.</p>	<p>>>>> If you do a Micro Purchase note on the Purchase Order that it is a Micro Purchase. In Visions you could use the Contract Award field for that purchase. For example: Micro, or Micro Tires, Micro Grocery. This will help when the auditors come. Or you can keep a log of Micro Purchases.</p>
<p>The Buy American verbiage must be included in all federal food quotes (1-399, 510)</p>	<p>*For example: Say you are buying tires for \$3400 for the first purchase thru vendor #1. Then tires at \$3300 for the second purchase two months later thru vendor #2. Then another tire purchase of \$3200 3 months later thru vendor #3. That totals \$9900. IF you were to make a fourth purchase, per procurement rules, you would need to do a quote because it will exceed \$10,000 for the commodity. If you did an annual quote for tires at the initial purchase to cover future purchases then you would not have to do the Micro Purchase requirement and could then award to the lowest price to one vendor.</p>	<p>>>>> What happens if I don't have multiple vendors in my area to get quotes from or to "spread the wealth" ? DOCUMENT DOCUMENT DOCUMENT!!!! *For example: If you are in a rural area and don't have three tire vendors be sure to document that there is only one local vendor and in order to buy from another vendor you would need to travel 50-70 miles to the next city. Because of the distance the additional cost of travel would not be beneficial or cost effective.</p>
<p>Small Purchase: 3 substantial Quotes. Recommendation is to get three quotes.</p>	<p>>>>> If you have a contract or annual quotes that are more restrictive than the Federal Guidelines you do not have to do the Micro Purchase.</p>	<p>>>>> Get quotes that are good for a year. This will keep you from having to quote each time a request for a purchase is made.</p>
<p>If you use a formal contract method or purchase instead of quotes, that formal solicitation MUST have included the federal requirements for IFB/RFP.</p>		<p>As current contracts expire, include the federal requirements in all new solicitations.</p>
<p>The Buy American verbiage must be included in all federal food quotes (1-399, 510)</p>		<p>If a solicitation does not include federal requirements, quotes may be obtained from three of the contracted vendors but you do NOT reference the bid number and document on a quote summary sheet.</p>
<p>Formal Solicitation: IFB or RFP. Follow federal guidelines for IFB/RFP requirements.</p>	<p>>>>> Follow Arizona Procurement Rules AND Federal Guidelines.</p>	<p>>>>> Create a new template for IFB/RFP that includes the requirements for all solicitations. You never know when someone will use your bid to purchase something with Federal funds.</p>
<p>*See Arizona Department of Education(ADE) website for Child Nutrition Programs Procurement Procedures: (Link below) http://www.azed.gov/hns/nslp/procurement/</p>		
<p>*Price must be the highest weight/evaluation factor</p>		
<p>*Buy American only applies to Federal Fund food purchases.</p>		