

## OVERVIEW OF PROCUREMENT METHOD OPTIONS

### Permitted in accordance with [2 CFR 200.320](#) and Wisconsin Statutes for Contracts & Purchases *funded in whole or in part* with FFP Funds\*

(Revised 12/11/2024)

\*Important Note: When Flexible Facilities Program (FFP) funds are used to fund all or a portion of construction for a project, all construction contracts for the project are deemed to be funded in whole or in part with FFP funds.

Grantees and subrecipients must follow local procurement policies in addition to State and Federal regulations.

Small Purchase / Simplified Acquisition (& Micro-Purchase)	Competitive Sealed Bid	Competitive Proposal	Non-competitive Proposal / Sole-Source
<ul style="list-style-type: none"> <li>• Provision of <a href="#">2 CFR 200.320(a)</a> and State Statutes for public works</li> <li>• Allowed for <b>non-construction contracts/purchases \$250,000 or less</b> and <b>construction contracts \$25,000 or less</b></li> <li>• Typically for small quantity of goods/products/supplies or other small contracts</li> <li>• Written quotes from a <b>minimum of 3 providers/vendors required</b></li> <li>• Solicit in writing and receive quotes in writing; or obtain written quotes online</li> <li>• Quotes must be detailed enough to verify pricing is for comparable product(s)/ service(s) of the same quantities and dated to confirm they were obtained within same time period</li> <li>• Select lowest responsive, responsible quote</li> <li>• Inform all responders in writing of decision/selection (if contacted vendors directly to request quotes)</li> <li>• May require approval by governing body (subject to local procurement policy requirements)</li> <li>• <b>Micro-Purchase Exception:</b> If the cost of the good/product/ service (including the total quantity needed for the FFP project) will total <b>\$10,000 or less</b>, then solicitation of competitive quotations is not required as long as the grantee considers the price reasonable. <i>This exception is allowed contingent upon the grantee (and subrecipient, if applicable) complying with local procurement policies.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Provision of <a href="#">2 CFR 200.320(b)(1)</a> and State Statutes for public works construction projects</li> <li>• <b>Required for non-construction contracts/purchases &gt;\$250,000 (excluding professional services) and construction contracts &gt;\$25,000</b></li> <li>• For construction contracts; and other large contracts or large quantities of goods/products/ supplies</li> <li>• Principally based on price; fixed-price contract</li> <li>• Sealed bids with public bid opening required: public advertisement, adequate time to respond (minimum Class 2 Notice); bids opened publicly</li> <li>• Receive 2 or more responsible bids</li> <li>• Award in writing to lowest responsive, responsible bidder</li> <li>• Approval by governing body required</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of <a href="#">2 CFR 200.320(b)(2)</a></li> <li>• Allowed and most appropriate for professional services</li> <li>• <b>Request for Qualifications [RFQ]</b> (permitted for <b>architectural / engineering (A/E) services only</b>) or <b>Request for Proposals [RFP]</b> (permitted for <b>any type of professional services</b>)</li> <li>• Must send RFQ to at least 3 firms</li> <li>• Must make RFP public through publishing online, in newspaper, and/or in other publication</li> <li>• Use pre-established evaluation criteria/scoring method</li> <li>• Committee review/ evaluation to select provider</li> <li>• Most qualified competitor selected; subject to negotiation of compensation</li> <li>• Awarded as fixed price or not-to-exceed contract</li> <li>• May require approval by governing body (subject to local procurement policies)</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of <a href="#">2 CFR 200.320(c)</a></li> <li>• Solicitation from one (1) source</li> <li>• Generally prohibited for FFP projects</li> <li>• May be allowed under certain circumstances (e.g., under urgency or limited supplier provisions within the Code of Federal Regulations; sole bidder circumstances that meet certain requirements; providing sufficient justification for sole source under the provisions of 2 CFR 200.320(c))</li> <li>• DOA-DEHCR approval of sole source method <b>required prior to</b> contracting/purchase</li> <li>• Approval by governing body required</li> </ul>