

Procurement Requirements

Policy No. 3700 Purchasing

Goods			
State / Local Funding		Federal Funding ¹	
\$ Amount	Action	\$ Amount	Action
< \$40,000	None Required	< \$10,000	Equitable Distribution & Document Price is Reasonable
\$40,000 - \$75,000	Three Quotes ⁴	\$10,000 - \$75,000	Three Quotes ⁴
> \$75,000	Formal Bid ⁴	> \$75,000	Formal Bid ⁴
Books ²			
State / Local Funding		Federal Funding ¹	
\$ Amount	Action	\$ Amount	Action
Any	None Required	< \$10,000	Equitable Distribution & Document Price is Reasonable
		\$10,000 - \$75,000	Three Quotes ⁴
		> \$75,000	Formal Bid ⁴
Services ³			
State / Local Funding		Federal Funding ¹	
\$ Amount	Action	\$ Amount	Action
Any	None Required	< \$10,000	Equitable Distribution & Document Price is Reasonable
		\$10,000 - \$249,999	Three Quotes ⁴
		≥ \$250,000	Formal Bid ⁴

Federal Programs			
Program	Description	CFDA No.	Responsibility
1102	GEER	84.425C	Matt Wyant
1200	ESSER II	84.425D	Teresa Main
1300	ESSER III - 80%	84.425U	Teresa Main
1303	ARP Homeless, Children & Youth	84.425W	Sarah Danielson
1400	ESSER III - Learning Loss - 20%	84.425U	Teresa Main
1902	Learn to Return	93.323	Teresa Main
1903	Emergency Connectivity Fund	32.009	Mike Weatherbie
2300	Special Ed ARP IDEA	84.027X	Miriam Tencate
2301	Special Ed ARP Preschool	84.173X	Miriam Tencate
2400	Special Ed IDEA	84.027	Miriam Tencate
2401	Special Ed Preschool	84.173	Miriam Tencate
2402	Safety Net	84.027	Miriam Tencate

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Federal Programs			
Program	Description	CFDA No.	Responsibility
3860	CTE Carl Perkins	84.048	Dan Tedor
3862	Perkins Reserve	84.048	Dan Tedor
51XX	Title IA	84.010	Sarah Danielson
5201	Title IIA	84.367	Gina Anderson
5207	Title IVA	84.424	Gina Anderson
6401	Title III ELL	84.365	Sarah Danielson
8803	ECEAP Remote Learning	21.019	Matt Wyant
98XX	Seamless Summer Option	10.553/10.555	Mollie Langum
9810	Safe School Meals	84.425U	Mollie Langum

Important Notes:

1 **≥ \$25,000** paid to vendor (*annually*) **must** confirm vendor isn't suspended or debarred from federal programs **prior** to any purchase:

- www.sam.gov vendor verification (*print with date*) **OR**
- Claus in vendor signed contract or PO (*both sides provided*) **OR**
- Vendor signed Suspension & Debarment certification

2 **Includes** textbooks, curriculum and instructional resources in Activity 22, 27 & 33. RCW 28A.335.190

3 **Excludes** Public Works and Architectural and Engineering (A&E) Services
*Please contact the **Operations Department** for Public Works and A&E requirements.*

Public Works includes all work, construction, alteration, repair, or improvement, other than ordinary maintenance, executed at the cost of the District.
RCW 39.04.010

A&E Services include architects, engineers, land surveyors and landscape architects.
RCW 39.80

4 **Exceptions** to procurement requirements:

Piggybacking relying on the bid awards and contracts of others through an interlocal agreement and/or purchasing cooperative.
A **Piggybacking Checklist must** be completed **prior** to any purchase.

Sole Source (rare) purchases that are clearly and legitimately limited to a single (sole) source of supply.
A **Sole Source** form **must** be completed **prior** to any purchase.

Emergency (rare) a condition presenting an immediate threat to performance of essential District functions or a condition likely to result in immediate physical injury to persons or property of the District.
An **Emergency Declaration** form **must** be completed within two weeks of purchase.