



USNH Procurement Policy Overview
Competitive Procurement Requirements

Effective Date: July 1, 2018

Competitive Procurement Thresholds:

Procurement Category	Dollar Threshold	Requirements	Procurement Methods
Micro-purchase	Up to \$9,999	<ul style="list-style-type: none"> No bid or quote process is required. Price reasonableness must be demonstrated Equitable distribution amongst vendors USNH approved contracts preferred 	<ul style="list-style-type: none"> Purchase Order P-Card PO-Flip
Small Purchases	\$10,000 - \$34,999	<ul style="list-style-type: none"> Two (2) with a preference of three (3) price or rate quotes, which must be retained in the file Contract must be awarded to source whose proposal is most advantageous to the program, with price and other factors considered USNH approved contracts 	<ul style="list-style-type: none"> Purchase Order
Large Purchases	\$35,000 - \$149,999	<ul style="list-style-type: none"> Formal Bid Process <ul style="list-style-type: none"> Managed or Approved by USNH Procurement 	<ul style="list-style-type: none"> Purchase Order
Strategic Purchase	Over \$150,000	<ul style="list-style-type: none"> Formal Bid Process * USNH must make independent estimates prior to receiving bids and proposals. * Cost or price analysis must be completed * Negotiation of profit is required as a separate element of the contract price 	<ul style="list-style-type: none"> Purchase Order

**applies only to Federal Funded Procurement*

Sole Source Requirements:

Procurement Category	Dollar Threshold	Requirements	Procurement Methods
Sole Source	Over \$10,000	<ul style="list-style-type: none"> • Sole source purchase is only allowable in the following situations: <ul style="list-style-type: none"> ○ Competition is determined to be inadequate after solicitation ○ Item is available only from a single source (brand specific procurement does not meet requirements for sole source) ○ Public exigency or emergency won't permit a delay resulting from competitive solicitation * Expressly authorized by the awarding agency or pass-through entity 	<ul style="list-style-type: none"> • Purchase Order

**applies only to Federal Funded Procurement*

Notable Points to Procurement Policy:

- Policy is applicable to all transactions regardless of the source of funds
- Procurements over \$10,000 require purchase order
- Adequate documentation is required prior to the purchase (quotes will be documented in new eProcurement tool)
- Departments are responsible for anticipating procurement requirements far enough in advance so that the purchasing function can proceed in a timely and orderly fashion
- Use of approved USNH contracts required in certain categories (example: paper, office supplies, computers)
 - This includes P-Card purchases