

# Yearly Procurement Checklist



Task to Complete	Explanation	Documentation	Date Completed	Who
<b>Procurement Preparation</b>				
All sponsors must have a documented procurement plan, written standards of conduct that meet regulations, and written protest procedures.	7 CFR 210.21 2 CFR 200.318	Written procurement procedures		
Determine if your sponsor has a more restrictive small purchase threshold than the state.	Sponsors must follow the most restrictive threshold.	Written procurement Procedures		
MT Small Purchase Threshold: \$80,000 Local Small Purchase Threshold: _____				
<b>Micro-Purchase Requirements (\$0-\$50,000): Harvest of the Month, price comparison not required, specifications not required.</b>				
Document Micro-Purchase Procedures.	Include plan for purchasing, who you are purchasing from, how often procurements are made.	Written procurement procedures		
Maintain purchasing documentation to verify that all procurements are below \$50,000.	Ensure federal funds are allowable, reasonable and allocable.	Invoices Receipts		
Ensure purchases are reasonable and equitably distributed among all qualified sources.	Requirement of micro-purchase threshold is to distribute purchases equitably.	Procurement procedures must have justification for if only one vendor is being used (such as rural location).		
<b>Small Purchase Requirements (\$50,000-\$80,000): Must compare prices, SFA decides who to ask for prices, specifications required.</b>				
Document Small Purchase Procedures.	Include plan for purchasing, who you are purchasing from, how often procurements are made.	Written procurement procedures		
Maintain procurement documentation to verify that all procurements are less than \$80,000.	Ensure federal funds are allowable, reasonable, and allocable.	Specifications Solicitation documents Purchase orders Invoices Receipts Contract terms (if applicable)		
At least 2 or more price quotes obtained for each procurement.	Competition is an essential part of the procurement process.	Include date of price quote. May use documented calls, store flyers, e-mails, solicitations, etc. Small Purchase Cost Comparison Worksheet		
<b>Formal Purchase Requirements (\$80,000+): Invitation for Bid (IFB) or Request for Proposal (RFP)</b>				
Document Formal Purchase Procedures.	IFB, RFP	Written procurement procedures		
Maintain procurement documentation.	Specific process must be followed for proper formal procurement.	Competitive Sealed Bid/IFB Process Documentation Competitive Proposal/RFP Process Documentation		

*This institution is an equal opportunity provider.*