

**Federal Small
Purchase
Threshold:
\$150,000**

**Enter Local
Purchase
Threshold(s):**

Micro-purchase ≤\$3,000.00
Small Purchase (3 Bids and a Buy) \$3000.01 - ≤\$25,000.00
Formal >\$25,000.01

Date of last review:

Procurement Event	Products and/or Services	Value of the Procurement Event	Procurement Method Used	Contract Award Type	Contract Duration/Frequency	Group Purchasing	Prime Vendor	Evaluation or Determination Method Used	Contract	Management
Identify each planned procurement event from drop-down list	General product description/service	Total estimated for each event	Identify method for each event from drop-down list	Select Fixed Price or Cost Reimbursable for each event	Contract Agreement period for each event	Insert name of Group Purchasing Organization (GPO), if applicable	Insert name of the Prime Vendor, if applicable	Select-Bottom Line or Line Item from drop-down list for each event	Who Receives and Confirms Products as Ordered; Notes Exceptions	Who Confirms Products and Prices, Adjusts for Exceptions, Enters into Payment System
Prime Vendor	Purchased Foods, Supplies, and Distribution Services	\$200,000	Formal - RFP	Cost Reimbursable	Annual + 2 renewals	XYZ Co.	Prime Food Co.	Bottom Line	Food Service Site Manager	Food Service Director/Food Service Accounting Clerk
Milk and Dairy	Chocolate fat-free, plain fat-free, plain 1% and delivery services	\$50,000	Formal - IFB	Fixed Price w/economic price adjustment	Annual		ABC Dairy	Bottom Line	Food Service Site Manager	Food Service Director/Food Service Accounting Clerk
Bread Products	Hamburger Buns, Hot dog buns, Sandwich Bread, 50% whole grain-rich, and delivery services	\$10,000	Formal -IFB	Fixed Price	Annual		S Bread Co.	Bottom Line	Food Service Site Manager	Food Service Director/Food Service Accounting Clerk
Chemicals/Cleaning	Cleaning supplies	\$4,000	Small purchase	Fixed Price	Annual		ABC Sanitation Supplies	Bottom Line	Food Service Site Manager	Food Service Director/Food Service Accounting Clerk

