

## Procurement Summary: HUD-funded Programs

### Micro-Purchases

- \$3,000 or less
- Supplies or Services
- May be awarded without soliciting competitive quotations if the price is reasonable
- 2 CFR 200.320(a)

### Small Purchases

- \$50,000 or less
- Develop Specifications
- Obtain quotes from adequate number of sources
- Ensure quotes are specific enough to enable comparison
- Notice of Award
- 2 CFR 200.320(b); ORC 307.86; ORC 735.05

### Competitive Sealed Bids

- \$50,000 or more (preferred method for construction; price principal consideration)
- Cost estimate
- Publish Notice requesting submission of bids (once per week for 2 weeks)
- Publically open bids
- Complete bid tabulation
- Evaluate bids
- Notice of Award
- For public improvements, awarded bid not more than 10% above cost estimate
- 2 CFR 200.320(c); ORC 307.862-921; ORC 735.01-09; ORC 153.06-08, 153.12

### Competitive Proposals (RFP)

- \$50,000 or more (admin or non-professional; price not principal consideration)
- Advertise Request for Proposals (once per week for 2 weeks)
- Publically open proposals
- Complete proposal tabulation
- Evaluate proposals
- Notice of Award
- 2 CFR 200.320(d); ORC 307.862-921; ORC 735.01-09

### Qualification Based Selection (RFQ)

- \$50,000 or more (architecture and engineering only)
- Prequalify potential A/E firms
- Send RFQ to prequalified firms, news media, trade associations, & appropriate public media
- Evaluate submissions
- Select and Rank three most qualified
- Enter into price negotiations with most qualified
- Award contract, OR, if cannot agree price, enter negotiations with next qualified firm
- 2 CFR 200.320(d)(5); ORC 153.65-73; Ohio QBS Guide

### Cooperative Purchasing

- State has existing contract for goods and services needed; State contract offers lower price or better schedule than other procurement
- Pass legislation authorizing participation in program
- Complete enrollment form
- Pay administrative fee
- Issue a quarterly usage report
- Order goods/service directly from vendor
- ORC 125.04; DAS website

### Noncompetitive Proposals

- Single source; emergency; inadequate competition; govt to govt procurement
- Secure proposal from firm
- Conduct cost analysis
- Notice of Award
- 2 CFR 200.320(f); ORC 307.86; ORC 735.05

### Force Account

- Local govt employees are qualified, and using them is cost advantageous
- Confirm local govt employees qualified, and work is within scope of duties
- Estimate cost of project
- Confirm cost is within force account limit (ORC 117.16)
- Complete Force Account Project Assessment form
- ORC 117.16; Ohio Auditor of State