



# Procurement Part III Micro-purchase

## School Nutrition Programs November 2020



Delaware  
Department of Education



# Micro-Purchasing

- Define micro-purchasing
- Identify when micro-purchasing may be used
- Understand how to procure goods or services using micro-purchase method



# Definition

## §200.67 Micro-purchase

- *Micro-purchase* means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. Micro-purchase procedures comprise a subset of a non-Federal entity's small purchase procedures. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost.



# Procurement Thresholds

## DELAWARE

### Material & Non-Professional Services

Less than \$10,000 – open market purchase

\$10,000 - \$24,999 – written quotes (3)

\$25,000 and over – Formal Bid

### Professional Services

Less than \$50,000 – open market

\$50,000 and over – Formal RFP Process

## USDA

### Material & Non-Professional Services

\$10,000 or less – open market (micro purchase)

\$250,000 or less – written quotes (3)

\$250,001 and over – Formal Procurement

→ IFB

→ RFP



# Micro-Purchases

- Competition is achieved by distributing micro-purchases equitably among qualified suppliers
- Micro-purchasing may be awarded without soliciting competitive quotations if the operator considers the price to be reasonable
- Documentation must be maintained for 3 years plus the current year



# Micro-Purchases: Examples

- SFA contracts with local area pretzel vendor to provide 3,000 pretzels for the LEA's back to school event. The cost of the pretzels is \$1,500.
- SFA attended a training and wishes to enter into a contract with that trainer to provide training in their district. The trainer's cost is \$5,000.



# Micro-Purchases: Examples

- The SFA annually contacts a local pest control service for monthly kitchen inspections for their 12 schools during the upcoming school year at a cost of \$75 per school, per month (10 months).
- During a January taste-testing, the SFA determined that the students preferred ABC bottled beverages overwhelmingly above the other beverages, so the SFA contracts with the ABC vendor for the High School and Middle School for the rest of the year. The SFA estimates less than \$10,000 total will be paid to the vendor through June 30th.



# Thank you!

This concludes the Procurement Part III – Micro-Purchase training.

Be sure to take the short quiz and access the resources.

Professional Standards: 0.5 Hours

Training Topic:

2000 Operations; 2400 Purchasing/Procurement

