
1) **Micro-purchases** (<$3000, or <$2000 if subject to Davis Bacon)
   - Does not require solicitation of any competitive quotations as long as entity considers costs to be reasonable.
   - To the extent possible, purchases must be distributed equitably among qualified suppliers.

   *Requires fewer terms/conditions, has a lesser competition standard than other purchases, can be solicited informally, and does not require a cost or price analysis.*

2) **Small purchase procedures** (totaling between $3,000 and $9,999 ($2,000 if subject to Davis Bacon)
   - Price or rate quotations must be obtained from an adequate number of qualified sources; three quotes or attempts is adequate.
   - Informal Bid Quotation process needs to be followed.

3) **Sealed bids** (formal advertising, totaling $10,000 and over)
   - Bid with lowest price from a responsible bidder conforming to the terms of the invitation to bid is awarded contract.
   - Preferred method for procuring **construction**, if certain conditions are listed in the section are met.

4) **Competitive proposals** (RFP, totaling $10,000 and over)
   - Generally used when conditions are not appropriate to use sealed bids.
   - Must have a written method of conducting technical evaluations of the proposals received, among other things.
   - Price is not the only factor.

5) **Noncompetitive proposals** (sole source, >$3,000, or $2,000 if subject to Davis Bacon)
   - Solicitation of a proposal from only one source.
   - May only be used when **one or more** of the following apply:
     a. the item is available from only one source
     b. public emergency will not permit a delay
     c. the Federal awarding agency or pass-through entity expressly authorizes its use, or
     d. after solicitation of a number of sources, competition is determined inadequate

Items available on contract have been competitively bid and are not subject to further bid requirements.

**NOTE:** All expenditure corrections involving grant funds must be submitted on an expenditure correction form and approved by the Research & Grants Center.