

**FEDERAL FUNDS PROCUREMENT
METHOD SELECTION CHART**

THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL.

NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS

AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$4,800 without QPA	N.J.S.A. 18A:18A-3	Sound Business Practice *
Below \$6,600 with QPA	APPLIES TO PURCHASES BELOW THE QUOTATION THRESHOLDS	

SMALL PURCHASE QUOTATION PROCEDURES

\$4,801 or \$6,601 up to \$32,000 or \$44,000	N.J.S.A. 18A:18A - 37 ANY PURCHASE EXCEEDING QUOTATION THRESHOLDS REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF \$32,000 (without a QPA*) OR \$44,000 (with a QPA*)	Quotation using SFA Internal Procurement Procedures
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NOTE: ANNUAL AGGREGATE AMOUNTS

FORMAL PROCUREMENT

\$32,000 or \$44,000 and above	N.J.S.A. 18A:18A - 37 · Bid Threshold without a QPA* - \$32,000 · Bid Threshold with a QPA* - \$44,000	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)
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* QUALIFIED PURCHASING AGENT

NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS

AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$10,000 *	Micro – purchases 2 CFR 200.320 (a) Single Transaction aggregate cost less than \$10,000	Sound Business Practice *

* Or LESS than \$10,000 if local SFA Procurement Policies are more restrictive

\$10,001 - \$249,999	Small purchase procedures 2 CFR 200.320(b)	Quotation using SFA Internal Procurement Procedures
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FORMAL PROCUREMENT

\$250,000 and above	As per federal requirements in 2 CFR Parts 200.317 – 200.36	Bid – Invitation for Bid (IFB) OR Request for Proposal (RFP)
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