

Procurement Method Comparison Factors

Comparison Factors	Micro-Purchase	Small/Informal Purchase	Large/Formal Purchase
Aggregate value of the purchase falls below \$15,000. (2 CFR 200.320(a)(1))	x		
Aggregate value of the purchase is greater than \$15,000 and up to \$350,000. (2 CFR 200.320(a)(2))		x	
Aggregate value of the purchase is greater than \$350,000. (2 CFR 200.320(b))			x
Soliciting offers. (2 CFR 200.320)	Verbal or written	Written	Written (sealed)
Requires sealed bidding. (2 CFR 200.320(b)(1))			x
Offeror must be “responsible and responsive”. (FAR Subpart 9.1)	x	x	x
Requires a public notice (newspaper). (2 CFR 200.320(b))			x
Requires direct solicitation.		x	x
Maintain documentation: SFA must keep all written documentation of all procurement events. (2 CFR 200.334) and (2 CFR 200.318(i))	x	x	x
Full and open competition: All procurement transactions must be conducted in a manner that maximizes free and open competition. (2 CFR 200.319(a))	x	x	x
Requires a signed contract.		x	x
Requires contract certification forms and contract provisions based on contract value: Required provisions and contract certifications can be found on the additional information list below. (Appendix II to Part 200)		x	x
Can have renewal terms written into the contract: Renewal terms are terms that allow the SFA and vendor to mutually agree upon renewing the base contract by one year.		x	x
Contract maintenance: SFA must adhere to the terms and pricing of the awarded contract. Only changes as described in the awarded contract are allowed. SFA must monitor the contract to ensure it is being adhered to.	x	x	x

Resources

- [List of Known Mainline, Milk, and Bread Vendors in SNP](#) (PDF)
- [Sample Terms and Provisions](#) (Word)
- [Sample Bid Agreement](#) (Word)
- [Self-Operated IFB Evaluation Summary Form](#) (Word)
- [Self-Operated Public Notice of Solicitation](#) (Word)
- [Sample Statement of No Bid](#) (Word)
- [Sample Solicitation Tracking Log](#) (Excel)
- [SNP IFB Milk Dairy and Related Products](#) (Word)
- [SNP IFB Bread and Related Products](#) (Word)

Contact Information

- [ISBE General Procurement for All Programs webpage](#)
- Email: NutritionProcurement@isbe.net
- Phone: 800-545-7892 or 217-782-2491