

## ALIEF ISD PURCHASING THRESHOLDS AND REQUIRED ACTIONS

### NON-FEDERAL FUNDS

Purchase Commitment Amount	Support Documents Required & Attached to Purchase Order	Additional Forms	Action or Board Approval Required?
\$0.01 to \$9,999.99	1 Quote Required. 3 Quotes Recommended.	NOT REQUIRED	Use of an Awarded Vendor is required if there is a bid category in place.
\$10,000.00-\$49,999.00	3 Quotes**	Quote Evaluation Form*	Use of an Awarded Vendor is required if there is a bid category in place.
\$50,000.00 or more	Formal Sealed Bid/Proposal, unless specifically exempted by State/Federal Law. <i>OR</i> 3 quotes** from existing Alief ISD or COOP vendors required.	Quote Evaluation Form*	Use of an Awarded Vendor is required. Vendor must be selected by Alief ISD Bid process or through COOP quotes. Alief ISD Bids require Board Approval.

### FEDERAL FUNDS

Purchase Commitment Amount	Support Required & Attached to Purchase Order	Additional Forms	Board Approval
Purchases of \$0.01 to \$49,999.99	3 Quotes**; and Quote Evaluation Form		Use of an Awarded Vendor is required if there is a bid category in place.
Purchases between \$50,000 - \$249,999.99	Formal Sealed Bid/Proposal, unless specifically exempted by State/Federal Law. <i>OR</i> 3 Quotes** from existing Alief ISD or COOP vendors required; and Quote Evaluation Form.		Use of an Awarded Vendor is required. Vendor must be selected by Alief ISD Bid process or through COOP quotes. Alief ISD Bids require Board Approval.
Purchases over \$250,000.00 involving federal funds	Formal Sealed Bid/Proposal, unless specifically exempted by State/Federal Law. <i>OR</i> 3 quotes** from existing Alief ISD or COOP vendors required; and Quote Evaluation Form.	Independent Estimate Form; and Price/Cost Analysis Form	Use of an Awarded Vendor is required. Vendor must be selected by Alief ISD Bid process or through COOP quotes. Alief ISD Bids require Board Approval.  Additional forms are required for purchase over \$250,000 with Federal Funds. See Purchasing Webpage or contact Dept. for guidance.

\*if not selecting the lowest price vendor

\*\*3 quotes are to be obtained to the maximum extent practicable.

For Purchases utilizing USDA/TDA funds, Alief ISD procures goods and services by direction of the most current TDA's Administrator's Reference Manual, specifically Section 17 for matters of procurement, along with its own internal procedures available [here](#).