

Kilgore Independent School District Federal Programs Procurement Request

The following questions must be answered prior to making any efforts to procure items using federal funds.

- 1) Describe desired product/service and its intended purpose and/or benefit. This description should be generic in nature, not specific to brand or product name.

- 2) Describe the intended benefit of this purchase and how it fits into the campus/district improvement plan. (Cross-reference the CIP/DIP if possible.)

- 3) Preliminary Estimate of Cost - \$ _____

- 4) What is the intended source of funds? _____

- 5) Is this a one-time purchase or recurring? Describe _____
(Note: Contracts using federal funds should be limited to 1 year unless prior approval is granted by the granting agency for longer terms.)

- 6) What are two to three potential sources (vendors) for this purchase? If sole source, a detailed explanation required. Special approval is required from the granting authority (e.g. TEA) for sole source exceptions. *This process can take several weeks.*

- 7) **Business Office** - What Procurement method should be used? (Most restrictive Local/State/Federal)
What amount of federal funds does Kilgore ISD spend on similar products/services? (B.O. initial)
 - a) _____ Micro purchase under \$10,000 (Dollar threshold is the ANNUAL AGGREGATE across all federal funds for like items.) – Secure any two quotes.
 - b) _____ Small Purchases \$10,001 to \$49,999 – Secure quotes from 3 qualified sources. (Due to state purchasing laws regarding aggregation, quotes from **approved** vendors **may be required** at this level.)
 - c) _____ Purchases \$50,000 to \$250,000 – Secure quotes from 3 vendors on KISD approved purchasing coops with EDGAR-compliant contracts.
 - d) _____ Individual item cost \$50,000+ – Competitive Bid / Proposal
 - e) _____ Purchases \$250,000+ - Competitive Bid / Proposal

Based on above information, I agree that this intended purchase fits within the programs objectives

Federal Program Director Signature

Date

Proof that purchasing procedures were followed MUST be maintained and submitted to the federal programs director to be maintained for audit purposes. A District purchase order/contract will be prepared from these documents. No commitment can be made prior to securing this document.