

**Chabot-Las Positas Community College District (CLPCCD)  
Purchasing and Warehouse Services/Contract Department**

**FEDERAL PROCUREMENT GUIDELINE  
UNIFORM GUIDANCE PROCEDURES – CFR SECTIONS §200.318 – §200.326**

| <b><u>MICRO-PURCHASES</u> – SUPPLIES OR SERVICES ACQUISITIONS OF \$3,000 OR SMALLER;<br/>UP TO \$2,000 - PUBLIC PROJECT CONSTRUCTION</b> |  |   |  |  |
|--|--|---|--|--|
| <b>Dollar Threshold</b>  | <b>Process</b>   | <b>Review/Approval</b>  | <b>Documentation</b>   | <b>Execution</b>                             |
| \$3,000 or less -<br>Supplies or Services  | No solicitation of competitive quotes, reasonable price, equitably distributed   | Dept. Mgr.;<br>Purchasing<br>Department   | Quote; Purchase Order (Supplies)<br>Quote, DFW, W/C Form (Services);<br>Purchase Order | Purchasing<br>Department                     |
| Up to \$2,000 -<br>Construction  | No solicitation of competitive quotes, reasonable price, equitably distributed   | Subject to Davis-Bacon Act;<br>Dept. Mgr.;<br>Purchasing Manager  | Quote; General Provisions,<br>DFW, W/C Form, SB854;<br>Purchase Order                  | Purchasing<br>Department                     |
| <b><u>SMALL PURCHASES</u> – INFORMAL FOR SECURING SERVICES, SUPPLIES OR OTHER PROPERTY</b>   |  |   |  |  |
| Up to \$150,000  | Price or Rate Quotes for Informal Request for Quotations (RFQ) – Three (3) or more                                       | Dept. Mgr.;<br>Purchasing<br>Department   | RFQ, [DFW, W/C Form (Services Only)];<br>Purchase Order                                | Purchasing<br>Department                     |
| <b><u>SEALED BIDS</u> – PUBLIC PROJECT CONSTRUCTION (Bonding Requirements below)</b>   |  |   |  |  |
| \$150,000 and above  | Formal Sealed Bid Solicitation (IFB), Advertised (2 wks), Firm fixed price (lump sum or unit price),<br>-Two (2) or more | Public Opening with Review Committee;<br>Award to the Lowest Responsive and Responsible Bidder<br>BOARD AWARD   | Fixed Price Contract, Bonds, SB854;<br>Purchase Order                                  | V.C. Facilities/Bond Programs and Operations |
| <b><u>COMPETITIVE PROPOSALS</u> – PROFESSIONAL SERVICES – ARCHITECT &amp; ENGINEER (A/E)</b>   |  |   |  |  |
| \$150,000 and above  | Request for Proposal (RFP), Advertised (2 wks), Fixed price or cost-reimbursement,<br>– Two (2) or more                  | Technical evaluations with Review Committee; Award to Responsible firm with qualification-based price consideration as factor for A/E services<br>BOARD AWARD | Proposal, Price Negotiation, Contract;<br>Purchase Order                               | V.C. Facilities/Bond Programs and Operations |
| <b><u>SOLE SOURCE</u> – NON-COMPETITIVE PROPOSALS (ONLY ONE SOURCE)</b>  |  |   |  |  |
| No Limit   | One (1) Written Proposal   | Unique - Available from only one source or an Emergency<br>BOARD AWARD  | Proposal, [DFW, W/C Form (Services Only)];<br>Purchase Order                           | Purchasing<br>Department                     |

\*\* M/WBE Preference when possible – §200.321

Bonding Requirements - §200.325 for Construction or Facilities Improvements:

\*Bid Guarantee Bond – 5% of bid price

\*Performance and Payment Bonds – 100% of Contract Price

Contracts must contain all applicable Federal provisions as described in Appendix II to Part 200 – Contract Provisions for non-Federal entity Contracts Under Federal Award