

1. POLICY OVERVIEW

- 1.1. This policy sets forth the requirements for micro, mini and small purchases. This policy includes other simplified purchasing procedures, such as petty cash and procurement cards. Procurement of supplies, materials and equipment, services and miscellaneous procurements that do not exceed an aggregate amount of the simplified acquisition threshold, currently set at \$250,000 may be procured by the use of Small Purchase Procedures or other simplified methods.
- 1.2. It is the full responsibility of the requisitioning department to ensure funds are available within the department's budget for any requested procurement.
- 1.3. Consistent with the requirements of the Super Circular 2 CFR 200.323 an independent cost estimate, and a cost or price analysis shall be performed in connection with each procurement action. The method and degree of analysis depends on the facts and circumstances surrounding each procurement. As a starting point, Omnitrans will make independent cost estimates before receiving bids or proposals.
- 1.4. A procurement, including change orders and amendments, valued over \$100 requires requisition (shopping cart) creation in the Enterprise Resources Planning (ERP) system, which flows through the hierarchy for approval, excluding P-Card transactions.
- 1.5. Under no circumstances shall procurements be separated into smaller amounts for the purpose of avoiding procurement procedures.

2. PROCUREMENT TYPES

- 2.1. The Omnitrans Procurement Process is divided into two main types of procurement:
 - 2.1.1. Formal – procurements for goods and services in excess of \$150,000. These procurements are approved by the Omnitrans Board of Directors (BOD).
 - 2.1.2. Informal – procurements including petty cash, micro-procurements, and small procurements.
- 2.2. Procurement personnel use the automated ERP system to plan, conduct, track, and audit procurements.
 - 2.2.1. Omnitrans personnel can use P-Cards, as specified in Policy 3000, “P-Card Program Policy Statement.”
- 2.3. The applicable procedure will depend on the purchase amount. Additional requirements will apply depending on the subject of the procurement:

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2.3.1. **\$100.00 and below** – Petty cash procedure, P-Card.

2.3.2. **\$5,000.00 and below** – Micro-Purchase Procedure- Super Circular 2 CFR 200.67.

2.3.2.1. Micro-procurements may be used for goods/services costing up to a \$5,000 award amount.

2.3.2.2. Micro-procurements do not require action by the BOD.

2.3.2.3. Micro-procurements shall be of a fair and reasonable price and should be rotated among vendors offering competitive prices for the same quality. Documentation justifying the price is fair and reasonable, and the method of determination shall be retained with each transaction.

2.3.2.4. Construction contracts over \$1,000 require compliance with State prevailing wage requirements. In addition, federally funded construction, alteration or repair contracts over \$2,000 require compliance with the Davis-Bacon Act and Buy America Act. Specific construction terms also apply.

2.3.3. **\$5,001 to \$150,000** – Small Procurement Procedure

2.3.3.1. Small procurements may be used for goods/services at least \$5,001. and not more than a \$150,000 award.

2.3.3.2. Small procurements do not require action by the BOD.

2.3.3.3. In compliance with FTA recommendations and requirements, procurements that do not exceed the stated threshold for Small Procurements do not require use of the Formal Procurement procedure.

2.3.3.4. Price or rate quotations obtained for small procurements shall be documented and filed with each transaction.

2.3.4. **Above \$150,000** – Formal Procurement Procedure

2.3.4.1. Procurements for goods/services exceeding \$150,000 per award require the use of a Formal Procurement process which includes:

2.3.4.1.1. Acquisition planning and identification of funding sources

2.3.4.1.2. Development of Specifications

2.3.4.1.3. Advertisements

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2.3.4.1.4. Competitive Bid Process

2.3.4.1.5. Evaluation of Bids or Proposals

2.3.4.1.6. BOD Authorization for Solicitation Release and Contract Award

2.3.5. Procurement of Design-Build

2.3.5.1. Omnitrans shall procure design-build services based on the requirements of State law, 49 USC Section 5325(d)(2) and the recommendations of FTA Circular 4220.1F, Section VI.3.h.

2.3.6. Architectural Engineering (A&E) Services and Other Services

Omnitrans shall procure A&E services and other services based on the requirements of State law, 49 USC Section 5325(b) and the recommendations of FTA Circular 4220.1F, Section VI.3.f