

**FEDERAL FUNDS PROCUREMENT  
METHOD SELECTION CHART**

THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL.

**NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS**

AMOUNT	ACTIVITY	PROCUREMENT METHOD
<b>INFORMAL PROCUREMENT</b>		
Below \$3,500 *	Micro - purchases <b>2 CFR 200.320 (a)</b>	Sound Business Practice *
	SINGLE TRANSACTION AGGREGATE COST LESS THAN \$3,500	
*Or LESS than \$3,500 if local SFA Procurement Policies are more restrictive		
<b>SMALL PURCHASE PROCEDURES</b>		
	<b>N.J.S.A. 18A:18A - 37</b>	
\$3,501 up to \$29,000/\$40,000	ANY PURCHASE EXCEEDING \$3,500 REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF \$29,000 (without a QPA*) OR \$40,000 (with a QPA*)	Quotation using SFA Internal Procurement Procedures
NOTE: ANNUAL AGGREGATE AMOUNTS		
<b>FORMAL PROCUREMENT</b>		
	<b>N.J.S.A. 18A:18A - 37</b>	
\$29,000 or \$40,000 and above	<ul style="list-style-type: none"> <li>· Bid Threshold without a QPA* - \$29,000</li> <li>· Bid Threshold with a QPA* - \$40,000</li> </ul>	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)
* QUALIFIED PURCHASING AGENT		

**NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS**

AMOUNT	ACTIVITY	PROCUREMENT METHOD
<b>INFORMAL PROCUREMENT</b>		
Below \$3,500 *	Micro – purchases <b>2 CFR 200.320 (a)</b> <b>Single Transaction aggregate cost less than \$3,500</b>	Sound Business Practice *
* Or LESS than \$3,500 if local SFA Procurement Policies are more restrictive		
\$3,501 - \$149,999	<b>Small purchase procedures 2 CFR 200.320(b)</b>	Quotation using SFA Internal Procurement Procedures
<b>FORMAL PROCUREMENT</b>		
\$150,000 and above	As per federal requirements in 2 CFR Parts 200.317 – 200.36	Bid – Invitation for Bid (IFB) OR Request for Proposal (RFP)