

**RESOLUTION NO. 15-17**


**RESOLUTION OF THE BOARD OF DIRECTORS OF  
RUNNING SPRINGS WATER DISTRICT ADOPTING A  
PURCHASING POLICY**

**WHEREAS**, the Board of Directors of Running Springs Water District has adopted various policies and procedures over the years related to purchasing; and


**WHEREAS**, the Board of Directors desires to incorporate all of the various policies and procedures related to purchasing into a Purchasing Policy Manual;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of Running Springs Water District does hereby approve and adopt the attached Purchasing Policy.

**ADOPTED** this 21<sup>st</sup> day of June, 2017.

  
\_\_\_\_\_  
President of the Board of Directors  
Running Springs Water District

ATTEST:

  
\_\_\_\_\_  
Secretary of the Board of Directors  
Running Springs Water District

<b>Ayes:</b>	Ayers, Bennett, Mackzum, Terry
<b>Noes:</b>	0
<b>Abstentions:</b>	0
<b>Absent:</b>	Grabow

# Running Springs Water District



## Purchasing Policy Manual

June 21, 2017

Resolution No. 15-17

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## **SECTION 1.0 INTRODUCTION**

### **1.1 Purpose**

To ensure purchases are accomplished in a manner providing the greatest value at the minimum cost to the customers of Running Springs Water District (District), this policy provides uniform procedures for acquiring services, materials and construction contracts for the District, including purchasing and bidding requirements, as required by California law.

All purchases of services, materials, equipment or supplies and construction contracts, to be paid by District must adhere to the methods, authority, and dollar limits of this policy outlined below unless superseded by law.

### **1.2 Scope and Intent**

The authorizations set forth in this section are controlling throughout the entirety of this document and shall be held to be controlling when not specifically referenced. Purchasing dollar limits are per order. This policy explicitly prohibits splitting purchase orders for the purpose of evading the specified dollar limits.

### **1.3 Authority to Purchase**

The authority to purchase is dependent upon the total dollar amount of the goods or services to be purchased and the type of purchase. All purchases shall be made in accordance with one of the District purchasing methods identified in Section 2 of this policy and in accordance with the procedures set forth in Sections 3 through 5, dependent upon the type of purchase or service.

### **1.4 Ethical Conduct in Purchasing**

Ethical conduct in managing the District's purchasing activities is an absolute essential. Staff must always be mindful that they represent the Board of Directors and share a professional trust with other staff and the general public. Therefore, when making a purchase keep in mind the following factors: (1) Is this purchase necessary for the job at hand or for the District to carry on its normal business activities? (2) Is this a reasonable and lowest possible cost for this type of purchase?

### **1.5 Responsibilities of the General Manager**

The General Manager is responsible for: (1) procurement of general supplies, services, and equipment; (2) administration of the purchasing policy; and (3) ensuring the lowest reasonable cost that provides the maximum benefit.

## **1.6 Responsibilities of Departments**

Each department shall be charged with the following purchasing responsibilities:

- A. The authorized Purchasing Agent for each department shall be the Division Supervisor.
- B. Anticipate requirements sufficiently in advance of need to prevent downtime and ensure the ability to procure the lowest possible cost.
- C. Communicate and coordinate purchases with the General Manager.
- D. Provide detailed and accurate specifications to ensure that purchases are consistent with requirements and expectations.
- E. Prepare purchase requisitions in accordance with instructions.
- F. Notify the Administration Division of vendor relation problems, shipping problems or any other circumstances that could affect purchasing.
- G. Minimize emergency and sole source purchases and provide written documentation if such purchases occur.

## **SECTION 2.0 GENERAL PURCHASING METHODS**

### **2.1 Regular Purchase Requisitions**

Purchase requisitions are required for all purchases totaling more than \$100. Purchase requisitions shall be issued prior to ordering supplies, equipment and services and not “after the fact” for work already done or materials already ordered. The purpose of purchase requisitions is to manage the budget, not to pay invoices. As such, it is the responsibility of the Division Supervisor to approve all purchase requisitions, regardless of the amount, when the budget has been exceeded.

Purchase requisitions will be prepared and forwarded for appropriate approvals prior to the initiation of a purchase order. Purchase requisitions shall be prepared and submitted by the Division Supervisor or his/her designee using the District’s Incode 10 software. Each purchase requisition is electronically approved and stored for purposes of tracking and paying for the purchase.

A completed purchase requisition shall contain the following information, at a minimum:

- Vendor name, address and telephone number;
- Description, price and quantity ordered;
- Purchase requisition preparation date;
- Account number(s) to be charged.

The responsible Purchasing Agent shall obtain three oral or written competitive quotations whenever possible for purchases. The department shall submit a purchase requisition, which includes the recommended vendor, with all supporting documentation to the Purchasing Agent. Supporting documentation shall include complete specifications required for the purchase as well as any supporting documentation available, i.e. previously purchased item from a specific vendor. The Purchasing Agent shall review the recommendation and supporting documentation and may contact additional sources for quotations.

### **2.2 Open Purchase Orders**

In the course of doing business, it is necessary to make immediate and/or emergency purchases. Upon request, departments may receive open purchase orders at the beginning of a fiscal year, or as needed for small, local purchases. If granted, the assigned Purchasing Agent shall send the open purchase order to the specified vendor. Equipment and supplies may then be purchased from the specified vendor according to the terms and conditions of the open purchase order. Such purchases should be kept to a minimum. Open purchase orders shall not be used to purchase services, capital assets, or items maintained in stock.

All open purchase orders shall include the following information:

- Description of the type of goods;
- Term of the order, not to exceed one year;
- Total dollar amount that may be charged on the order;
- Total dollar amount that may be charged on each visit to the vendor;
- Items which may not be purchased, if any;
- Phone number of the Purchasing Agent for questions regarding the order;
- Departments and staff authorized to charge against the order;
- Requirement that staff provide District identification;
- Requirement that staff print and sign off on the pick-up of the goods; and
- Account number(s) to be charged.

### **2.3 Contract Purchase Orders**

Contract purchase orders are the preferred method of purchasing repetitive-use items or services that may be common to several departments or within one department. Establishing contract purchase orders provides a means of obtaining volume pricing based upon the combined needs of all departments, reduces the administrative costs associated with seeking redundant competitive bids and processing a purchase requisition each time an order is placed, and allows departments to order as needed, reducing the requirement to maintain large inventories of stock.

If a contract purchase order exists, departments shall order all of their requirements from the successful vendor. No other source shall be used without prior approval of the Purchasing Agent or General Manager. Departments shall submit in writing to the Purchasing Agent any performance problem encountered immediately following the occurrence so that corrective action may be taken.

Contract purchase orders are annual and may include an option for renewal of specific products, product types, or services at agreed upon prices or pricing structure and for a specific period of time.

### **2.4 Check Requests**

Check requests may be made for purchases when purchase requisitions cannot be submitted or the order amount exceeds petty cash limitations. Examples of purchases for which check requests may be appropriate include, but are not limited to: education and mileage reimbursements, operating permits and conference registration fees.

Check requests shall be made by use of a check requisition form, which shall include the following information:

- Date of purchase;
- Date by which the check is needed;
- Name of vendor or payee;
- Address of vendor or payee;
- Amount to be paid;
- Explanation of purchase;
- Authorized signature;
- Account number or numbers to be charged.

The check requisition form shall be accompanied by legitimate backup to substantiate the dollar amount of the check request. Examples of backup include vendor invoices and receipts.

## **2.5 Petty Cash**

Petty cash is used for immediate-need or emergency purchases totaling not more than \$100 or for which all other approved methods or instruments of purchase are impractical. A petty cash voucher shall be produced for all expenditures of petty cash. The petty cash voucher shall include the following information:

- Amount/Type of purchase;
- Date of purchase;
- Location of purchase;
- Signature of purchaser;
- Account Number
- Signature of Division Supervisor.

Immediately following the purchase, the receipt shall be stapled to the petty cash voucher and submitted to the Administration Supervisor or the designated Administrative Assistant. The Administration Supervisor and/or the Administrative Assistant ensure that all petty cash vouchers have been properly authorized. Only the Administration Supervisor and the designated Administrative Assistant shall have access to the petty cash boxes.

## **2.6 Credit Card Purchases**

Purchases utilizing the District's Credit Card(s) may be made for purchases for which purchase orders cannot be submitted, payment must be made at the time of purchase or the order amount exceeds petty cash limitations. Examples of purchases for which use of the District's Credit Card(s) may be appropriate include, but are not limited to: purchase of items at Costco, Home Depot (where payment must be made at the time of purchase), airline tickets for District travel, hotel expense and conference registration fees.



The District's Credit Card(s) expenses shall be accompanied by legitimate backup and receipt to substantiate the dollar amount of the charge. Examples of backup include vendor invoices, registration information and itemized receipts. Charges for meals must be documents with an itemized receipt. The employee is required to write the names of the attendees and the purpose of the meal.

## **2.7 Contracts**

Contracts are used in conjunction with purchase requisitions to minimize risk. Proposed contracts shall be accompanied by a purchase requisition processed in the amount of the contract. The original contract shall be sent to the counterparty for signature. Contract payments are requested by approved invoice or progress payment. Only the General Manager or a Director may sign contracts.

## **2.8 Invoices**

The Administration Division is responsible for generating payments for invoiced goods and services and for reconciling all relevant documentation. The Administrative Assistant is responsible for processing all vendor invoices received by mail, email or by direct delivery from a Division Supervisor. Invoices shall be stamped with the date received and filed alphabetically. All invoices shall identify the authorized purchase order number.

The Administrative Assistant shall match invoices to their corresponding purchase orders and receipt documentation to verify that:

- The purchase order reconciles in all respects with the vendor's invoice;
- The goods have been received as documented by the packing slip;
- The receiver signed the invoice; and
- The purchase order has been authorized in accordance with this policy.

## **2.9 Check Preparation**

All District checks shall bear the signature in accordance with the current resolution authorizing endorsement of checks and other instruments of the District. District check stock and checks are controlled and securely stored by an Administration Division employee that does not have such authorization to sign checks. Checks in excess of \$5,000 must have two authorized signatures.

## **2.10 Change Orders**

Once a purchase order has been issued, any subsequent change or cancellation thereof shall be done by authorized change order. Change order requests shall be submitted using the Incode 10 software Purchase Requisition process. Change orders are not required to pay freight charges or price variances of less than \$100.

## **2.11 Emergency Purchases**

In the case of an emergency, the General Manager may authorize and/or delegate authority to the Fire Chief, a Division Supervisor or other designee to secure in the open market, at the lowest obtainable price, supplies, materials, equipment, or contractual services required regardless of the amount of the expenditure. California Public Contract Code §1102 defines “emergency” as a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

During an emergency, the affected department may purchase supplies, materials, equipment, or services after the Division Supervisor or Purchasing Agent has concluded the purchase constitutes an emergency purchase intended to prevent or mitigate the occurrence of one or more of the above referenced events. The Division Supervisor or Purchasing Agent shall, as soon as possible, provide a completed purchase requisition to the General Manager or designee, as well as a written explanation of the circumstances.

Nothing contained herein shall limit the authority of the General Manager or their designee to make purchases and take such other emergency steps as are, or may be, authorized by the Board of Directors in the case of an emergency. Refer to Section 3.6 of the District’s By-Laws and Board Policy Manual for Emergency Special Board Meeting Procedures.

## **2.12 Sole Source Purchases**

Purchases may be made from a single source if and only if needed supplies, materials, equipment, or services are of a proprietary nature, or are otherwise of such specific design or construction as to be available from only one source. After reasonable efforts to find alternative suppliers, the General Manager or designee may dispense with any quote or bid requirements and recommend making the purchase from the sole source.

## **SECTION 3.0 AUTHORIZATION FOR GENERAL PURCHASES AND CONSULTING SERVICES**

### **3.1 Definition**

General purchases include supplies, materials, equipment, operating or maintenance services and construction projects, other than "Public Works Projects" subject to the bidding requirements under the Public Contract Code. This section represents the majority of the purchases of the District.

### **3.2 Purchases of less than \$1,000**

Division Supervisors shall possess the sole authority to authorize purchases of less than \$1,000. Comparative pricing shall be required when reasonable. Where comparative pricing is not reasonable (i.e., where the cost of the comparison would negate any price benefit), it shall not be required. However, all authorized purchase requisitions made without the use of comparative pricing shall be accompanied by a detailed explanation.

All purchases totaling more than \$100 shall be made pursuant to an authorized purchase requisition. For purchases totaling less than \$100, purchase requisitions may be issued to satisfy vendor requirements or to encumber departmental funds.

### **3.3 Purchases between \$1,000 - \$4,999**

Purchases totaling between \$1,000 and \$4,999 require the advance authorization of the General Manager or the General Manager's designee. Division Supervisors shall not award purchase orders in excess of \$1,000 without the approval of the General Manager or designee, except in the event of an emergency purchase.

The General Manager or the General Manager's designee may make an award to the lowest responsible quote. The lowest responsible quote will be from a bidder who provides the lowest monetary quote and has the required expertise and financial viability to perform the work or provide the product to be purchased. The General Manager or the General Manager's designee may also reject any and all quotes and attempt to obtain better terms.

### **3.4 Purchases in excess of \$5,000**

The purchase of supplies, services, and equipment with an estimated value in excess of \$5,000 requires authorization by the Board of Directors.

Operations and Maintenance (O&M) expenditures that are included in the District's approved budget will be considered to be authorized by the Board of Directors at the time the budget is approved.

The Division Supervisor is responsible for drafting a staff report and forwarding to the General Manager for obtaining Board approval of expenditures not already authorized in the budget. In addition, at least 3 quotes or bids will be required, except in instances where 3 quotes cannot be obtained or are not provided or where such bidding and quotes do not add value and reduce cost, i.e. sole source vendor or vendor specialization. Service contracts shall include an expectation regarding whether the vendor will be required to file a Form 700 for the purpose of Fair Political Practices.

### **3.5 Competitive Bidding Procedures, Request for Proposals, Request for Qualifications (RFP/RFQ)**

The Division Supervisor will be responsible for overseeing the RFP/RFQ process.

When prequalification of the vendor is desired, Request for Qualifications will be solicited. Once received, the District will create a short list of qualified firms which will be invited to participate in the RFP process.

Once the proposals are received, a determination will be made on the award of a contract. The General Manager will prepare all contracts and final negotiations of the contract will be between the General Manager and/or Division Supervisor and the vendor. If the contract exceeds \$5,000, or if the contract is open ended, Board approval will be required prior to signing the contract. **Only the General Manager, Board President or their designee may sign contracts.**

The General Manager shall have authority to make purchases in excess of \$5,000 without regard to these bid and quote procedures if there is an "emergency" as defined in Public Contract Code §1102 and there is insufficient time to follow these bid and quote procedures. The General Manager shall notify the Board at the next meeting thereof of any purchases in excess of \$5,000 that were made without following these procedures and shall request the appropriate Board approval.

## **SECTION 4.0 AUTHORIZATION FOR PUBLIC WORKS PROJECTS**

### **4.1 Definition**

Contracts with outside entities for the construction of work where District employees do not perform the work. Public Works Contracts are defined in Public Contracts Code 1101 as an agreement for the erection, construction, alteration, repair or improvement of any public structure, building, road or other public improvement of any kind.

### **4.2 Public Works Projects of less than \$1,000**

At least 3 quotes or bids will be required, except in instances where 3 quotes or bids cannot be obtained or are not provided through the request for proposals (“RFP”) or where such bidding and quotes are not reasonable, i.e. sole source vendor or vendor specialization. Division Supervisors possess the authority to make these determinations. Any vendor providing services considered to be public works with a cost of \$1,000 or more must be registered with the electronic certified payroll reporting system of the Department of Industrial Relations within five (5) days of award to ensure that the vendor submits the necessary certified payrolls.

### **4.3 Public Works Projects between \$1,000 and \$25,000**

The General Manager and the General Manager’s designee shall possess the sole authority to authorize a contract for the construction of work between \$1,000 and \$4,999. The General Manager or the General Manager’s designee may award the contract after the solicitation of at least 3 quotes or bids, except where 3 quotes or bids cannot be obtained or are not provided through the solicitation or where such bidding and quotes are not reasonable, i.e. sole source vendor or vendor specialization. All Public Works Projects over \$4,999 require Board approval. Any vendor providing services considered to be public works with a cost of \$1,000 or more must be registered with the electronic certified payroll reporting system of the Department of Industrial Relations within five (5) days of award to ensure that the vendor submits the necessary certified payrolls.

### **4.4 Public Works Projects of \$25,000 or more (Supersedes Resolution No. 15-11)**

County water districts are not required by current law to seek competitive bids for public works projects.

Unless otherwise directed by the Board of Directors, the District shall invite sealed competitive bids for all capital improvement or replacement projects that are not performed by the District itself, other than projects which must be

completed on an emergency basis, where the amount involved is \$25,000 or more based on the District Engineer's estimate.

Notice inviting bids may be published in a local newspaper of general circulation. Bids shall be opened by District staff at a meeting open to the public. The Board of Directors shall award the contract and authorize the General Manager to sign the contract for such work. Such contract shall comply with all applicable provisions of Federal, State, County and local law.

The District reserves the right to award the contract to other than the lowest responsive and responsible bidder or to reject all bids and negotiate in the open market.

For all public works projects awarded by the District, the General Manager shall be authorized to approve change orders for the project during the course of the project as required not to exceed 15% of the original construction contract amount. It is the goal of the District staff to minimize change orders but as the need for construction contract change orders arises during the course of a construction project of this magnitude, there is typically not enough time to stop the progress of the work to obtain Board approval of each change order. Authorizing the General Manager to approve change orders as needed not to exceed 15% of the original construction contract value will allow for the project to progress without delays caused by the District. The Board of Directors will be informed of the status of construction contracts and any change orders as the project progresses.

The General Manager shall have authority to make purchases in excess of \$25,000 without regard to the bidding procedures if there is an emergency as defined in this policy and the Public Contract Code. The General Manager shall notify the Board at the next meeting thereof of any purchases in excess of \$25,000 that were made without the applicable bidding and obtain the applicable Board approval.

Any vendor providing services considered to be public works with a cost of \$1,000 or more must be registered with the electronic certified payroll reporting system of the Department of Industrial Relations within five (5) days of award to ensure that the vendor submits the necessary certified payrolls.

## **SECTION 5.0 AUTHORIZATION FOR EMPLOYEE EXPENSE REIMBURSEMENTS**

### **5.1 Definition**

Any reasonable and necessary employee expense incurred on behalf of or for the benefit of the District.

### **5.2 Overview**

All employee reimbursements require an appropriately detailed purchase requisition or other approved method of purchasing outlined in Section 2.0, with the signature of a Division Supervisor and/or General Manager. Division Supervisors or the General Manager cannot approve their own expense reimbursement requisitions. In rare cases where payment cannot be made directly to the vendor, a travel advance may be made to the employee. It is the responsibility of the employee to turn in all receipts and any unused funds, if they were advanced. Any missing receipts will be the responsibility of the employee and may be withheld from their payroll check if remittance is not made promptly.

**SECTION 6.0**  
**UNIFORM GUIDANCE FOR PROCUREMENT INVOLVING FEDERAL**  
**AWARDS/FUNDS**

***FIVE METHODS OF PROCUREMENT***

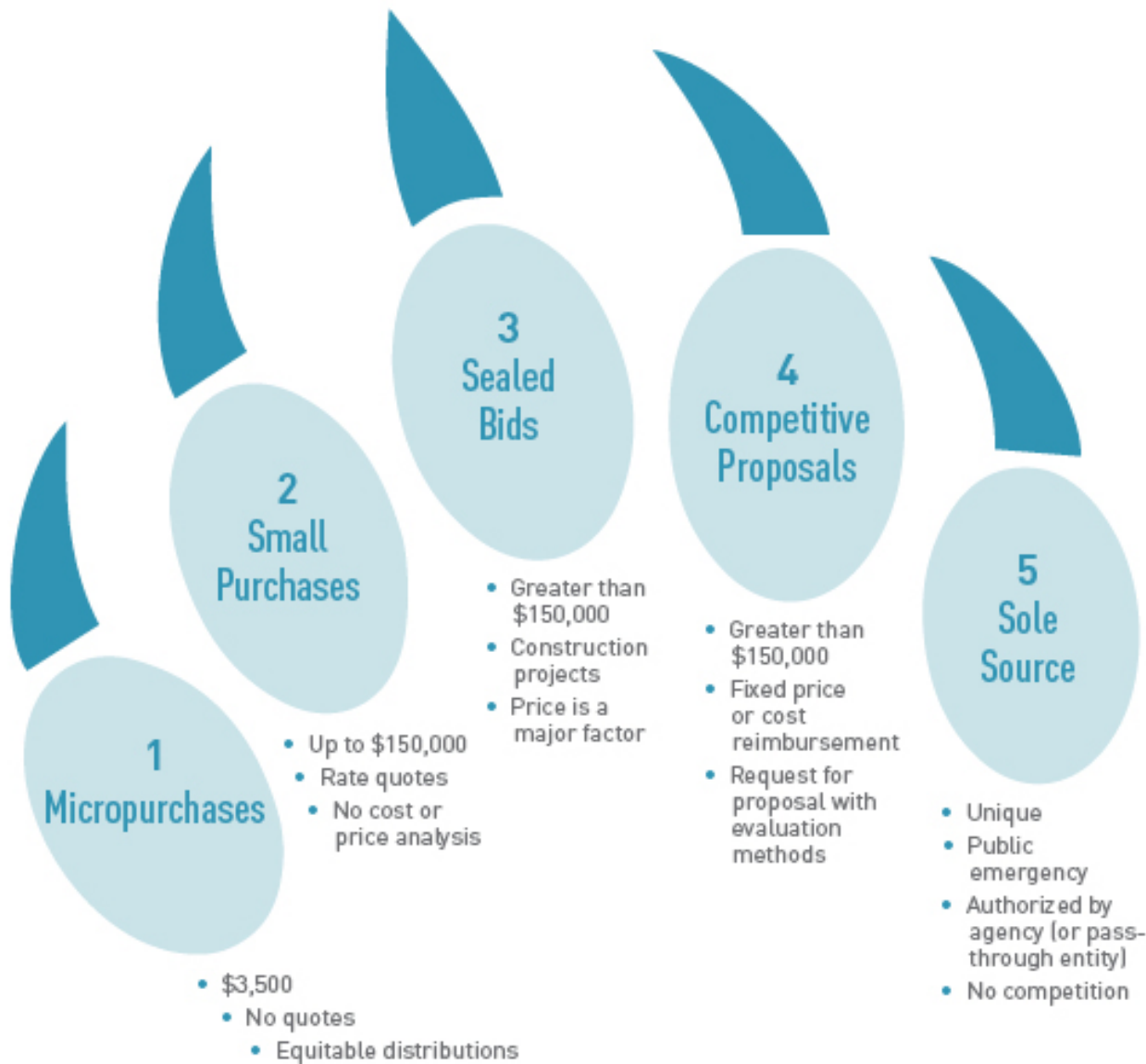
The uniform guidance outlines five methods of procurement: micro purchases, small purchases, sealed bids, competitive proposals, and noncompetitive (sole source) proposals.

Some general standards apply to all five types of procurement:

- The policies surrounding the procurement must be documented
- The procurement must be necessary
- The procurement must be subject to full and open competition among vendors
- The procurement cannot present a conflict of interest

Above the simplified acquisition threshold (\$150,000), organizations are required to document their cost and price analysis as well as the criteria by which they selected a vendor.





Source: "Frequently Asked Questions for the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200," published by the Council on Financial Assistance Reform (COFAR).

Purchase Type	Characteristics & Requirements	
<b>Below simplified acquisition threshold of \$150,000</b>		
<b>Micropurchases</b>	<ul style="list-style-type: none"> <li>• Under the micropurchase threshold (currently \$3,500 and recently adjusted from \$3,000)</li> <li>• No bid or quote process required</li> <li>• No cost or price analysis required</li> <li>• Should be distributed among a range of qualified vendors</li> <li>• Use interentity agreements where applicable</li> </ul>	<p>Written policies and procedures for:</p> <ul style="list-style-type: none"> <li>• Procurement standards</li> <li>• Conflicts of interest in procurement</li> <li>• Allowable cost standards</li> </ul>
<b>Small purchases</b>	<ul style="list-style-type: none"> <li>• Under \$150,000</li> <li>• Price or rate quotes required from an adequate number of sources</li> <li>• Should be distributed among a range of vendors</li> <li>• Use interentity agreements where applicable</li> </ul>	
<b>Above simplified acquisition threshold of \$150,000</b>		
<b>Sealed bids</b>	<ul style="list-style-type: none"> <li>• Typically used for construction contracts</li> <li>• Bids must be publicly solicited</li> <li>• Two or more bidders are willing and able to compete and qualified to do the work</li> <li>• Complete, adequate, and realistic specification or purchase description is available</li> <li>• Firm fixed-price contract is feasible; a bidder can be selected based on price</li> </ul>	
<b>Competitive proposals</b>	<ul style="list-style-type: none"> <li>• Requires request-for-proposal process and solicitation of an adequate number of bidders</li> <li>• Written method of evaluation, considering price as well as other factors advantageous to the program</li> </ul>	
<b>Above or below simplified acquisition threshold</b>		
<b>Noncompetitive proposals</b>	<p>Falls into one or more of these four circumstances:</p> <ul style="list-style-type: none"> <li>• Item available only from a single source</li> <li>• Public exigency or emergency won't permit a delay resulting from competitive solicitation</li> <li>• Expressly authorized by the awarding agency or pass-through entity</li> <li>• Competition is determined to be inadequate after solicitation</li> </ul>	

Above all, remember that documentation is one of the more important requirements under the new guidance. Keep careful records of bids and proposals solicited, selection criteria considered, and quotes from vendors. If an individual procurement begins as a sealed bid, for example, but only one qualified vendor bids on the work, make sure you have documentation to support the fact that you solicited offers from a range of vendors rather than a sole source from the beginning.

## Key Sections of Uniform Guidance Related to Procurement

Note: The following are sections of the Uniform Guidance which relate to procurement. It is not the Uniform Guidance in its entirety, nor is it a complete list of sections related to procurement.

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