
Public Transportation Micro Purchase Documentation

Definition:

Consistent with Federal Acquisition Regulation (FAR), FTA and ODOT consider micro-purchases to be those purchases of \$10,000 or less.

When Appropriate:

Property and services valued at less than \$10,000 may be acquired without obtaining competitive quotations if the price is reasonable. These purchases are exempt from FTA's Buy America requirements. Davis-Bacon prevailing wage requirements, however, will apply to construction contracts exceeding \$2,000, even if using micro-purchase procurement procedures. 2 CFR §200.320(a).

Requirements:

Competition: Micro-purchases shall be distributed among qualified suppliers.
Prohibited Divisions: Procurements may not be divided or reduced to come within the micro-purchase limit.
Documentation: FTA's only documentation requirement for micro-purchases is a determination that the price is fair and reasonable and a description of how that determination was reached (see next page). FTA does not require the rationale for the procurement method used, selection of contract type or reasons for contractor selection or rejection be provided, only retained in the procurement file.
Records: Regardless of what procurement method is used, including micro-purchase, records must still be maintained for all purchase.

Item Proposed for Purchase:

Requesting Party: _____ Estimated Cost: _____

Item Requested: _____

Purchase Justification/Use of Micro-Purchase Method

Is the Price Comparison (Independent Cost Estimate) for this item less than \$10,000?

_____ Yes _____ No

Is the item available from multiple sources?

_____ Yes _____ No

Yes must be checked for both questions if the micro-purchases method is to be used.

Vendor Selected: _____ Actual Price: _____

Product Name/No.: _____

See next page for source documentation.

Methods and Sources Used to Determine Fair or Reasonable Price

[illegible]

Print Name: _____

Signature: _____ Date: _____

¹ Examples include advertisements, telephone/emailed/or faxed quote, catalogs, and websites.