



**SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
PURCHASING**

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**FINANCE TAM:** 2019-009  
**CONTACT:** Vince Windham  
Program Director - Purchasing  
**TELEPHONE:** 833-7668

**TO:** All Principals and Department Heads

**FROM:** Rita Scallan, Chief Financial Officer 

**DATE:** August 1, 2018

**SUBJECT:** New Federal Procurement Standards Effective for Fiscal Year 2018-2019 – UPDATED

Technical Assistance Memorandum (TAM) 2019-001 New Federal Procurement Standards effective for FY 2018-2019 was sent to each of you on July 1, 2018 outlining the new requirements when procuring property or services under a federal award. The quote threshold for the new standards originally required a minimum of three informal quotes for any purchase between \$3,500.00 and \$25,000.00 when using federal funds.

The Office of Federal Financial Management has recently issued a memorandum increasing the quote threshold. Effective immediately, three informal quotes are required for any purchase between \$5,000.00 and \$25,000.00 when using Federal funds, which matches the current School Board quote threshold. The formal bid threshold will remain at \$25,000.00. As in the past, the District quote/bid number must be included on your requisition for compliance with the Federal requirement. There are exceptions to the quote/bid requirements if purchasing from an approved contract. If purchasing from an approved contract, i.e. state contract, piggyback contract, etc., include the following language at the bottom of your requisition: "All Terms & Conditions per Contract Name & Contract Number". The Purchasing Department is available to help you with the quote or bid process and with any questions concerning purchasing from an approved contract.

Should you have any questions or need additional information, please contact the Purchasing Department, at 833-7668.

cc: Bookkeepers – Budget