



New Hampshire

# Department of Education

## Frequently Asked Questions

### *Procurement (Methods)*

1. **Question:** What is considered an ‘adequate number of sources’?

**Answer:** An adequate number of sources should be defined by District/Charter School procurement (purchasing) procedures. Typically, this is defined as 2-3, but the District/Charter School should define what they feel is adequate within their procedure.

2. **Question:** What does a written method of evaluation look like in response to receipt and scoring of RFP’s?

**Answer:** Depending on the information and work solicited in the RFP, will depend on the evaluation conducted. At a minimum, the District/Charter School should determine if the vendor is qualified to do the work, has provided a complete, adequate, and realistic specifications or purchase description, and a firm-fixed price has been provided.

3. **Question:** What if the District or Charter School has a long standing relationship with a vendor that they would like to continue to do business with, without soliciting quotes or bids (depending on the amount of the procurement)?

**Answer:** If a District/Charter School wishes to select non-competitive procurement as their procurement type, one of five characteristics must be met (see 2 CFR 200.317). Most often, the District/Charter School elects to submit a request for non-competitive procurement to the NHED, and await approval or denial to be non-competitive. This documentation must be kept according to the requirements of 2 CFR.

4. **Question:** What if my District/Charter School has elected to impose more strict requirements for procurement?

**Answer:** If your District/Charter School has imposed stricter requirements for procurement of federal goods or services and this is reflected in District/Charter School policy and procedure, then that is fine. The District/Charter School however may not elect to be more lenient and all procurement requirements must still be met.