



New Hampshire

# Department of Education

## Frequently Asked Questions

### *Procurement 101 (Overview)*

1. **Question:** How do we create a solicitation list for small and minority businesses?

**Answer:** We recommend working with the Small Business Administration as a potential avenue to solicit such information. A simple Google search of “small and minority businesses in NH” also results in some good information.

2. **Question:** Regarding the ‘Domestic Preference’ requirement, what would you say is a good statement to include on our PO’s and contracts?

**Answer:** We recommend utilizing a statement as such, “The District/Charter School will provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States.”

3. **Question:** For procurement above the simplified acquisition threshold (currently \$250,000), a cost or price analysis must be performed. What does that look like?

**Answer:** Per 2 CFR there is no strict guidelines to follow. You would include in your procurement procedure what this analysis includes and ensure the District/Charter School adheres to that process. At this time, the NHDOE does not have any strict requirements either.

4. **Question:** What should our procurement procedures entail?

**Answer:** At a minimum a procurement procedure shall include the business practices from start to finish regarding purchasing goods or services. From creating a PO to evaluating proposals and selecting a vendor, these procedures must ensure internal control and compliance must be documented and followed. The Bureau of Federal Compliance is happy to review and comment on any procedure created. Please email us at [federalcompliance@doe.nh.gov](mailto:federalcompliance@doe.nh.gov).