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## Procurement Details Walk-through

### Procurement Details Guidelines

Before you proceed with the procurement details section of your application, please review the guidelines outlined below.

## Procurement Policies

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*Methods of procurement  
for the acquisition of  
supplies and services.*



Click on the flash cards below  
to view the procurement  
guidelines.

Procurement by Micro-purchase

- Purchases up to \$15,000
- Distributed equitably among qualified suppliers
- Does not require quotations
- Price must be

Procurement by small purchase procedures

- Purchases that range from \$15,001 - \$350,000
- Requires rate quotations from an adequate number of qualified sources
- Documentation must be kept on file

Procurement by sealed bids

- Required for purchases \$350,000 and above
- Formal advertising is required
- Contract is awarded to the lowest bidder

**CONTINUE**



## Procurement Guidelines for School Districts

# Procurement Guidelines for School Districts

The guidelines below are only for state funds awarded under the School Safety and Security Program

School Safety Procurement Guidelines		
Procurement Method	State Threshold for Goods/Supplies (Services are exempt) 2025/2026	State Requirements
Standard Purchasing Practices	Less than \$12,900 Less than \$13,200	No Requirements
Small Purchase Procedures	\$12,900 - \$23,800 \$13,200 - \$24,500	Obtain/document price or rate quotations from a reasonable number of qualified sources (at least three per 24 PS 8.807.1)
		Written or documented quotes
Sealed bids (Formal advertising)	\$23,800 or more \$24,500 or more	Bids are publicly solicited. COSTARS does not qualify
		Firm fixed price contract awarded to the responsible bidder lowest in price

*Professional services exemption does not apply to construction, labor, trade professionals, installation, etc.*

\*\* Thresholds update annually and are available in the [Pennsylvania Bulletin](#).

**CONTINUE**

- All procurement transactions shall be conducted in a manner so as to provide maximum open, free and fair competition.
- Non-competitive, aka Sole Source, purchases or contracts are discouraged; but if such a request is made, the applicant must identify the request as a Sole Source and provide substantial justification for the Sole Source request. PCCD will scrutinize the request and may or may not approve it.
- The **Procurement Details** section of the grant application in Egrants provides the platform for requesting sole source procurement. Information entered into this section will be distributed to a multi-level PCCD Sole Source Request review team.

- Because sole source procurement is discouraged, it is important to be detailed, compelling and complete when adding narrative to the Procurement Details section.
- Consider the following questions when completing this section:
  - Is a sole source procurement really necessary?
  - Is the request sufficiently justified?
  - Does the request clearly and concisely explain why a sole source is necessary?
  - Does the justification clearly state why it could not be done competitively?
  - What does this vendor offer that no other vendor can?
- The narrative entered into the Procurement Details section is copied verbatim and distributed to a multi-level PCCD Sole Source Request review team.
- **All questions in this section require a full response. "N/A" and/or "Not Applicable" are not acceptable responses to any of the questions. All questions must have a responsive narrative.**

**CONTINUE**

## Completing the Procurement Details Section

While non-competitive sole source procurement is generally discouraged, PCCD may allow it under certain circumstances. To obtain approval from PCCD, it is crucial to thoroughly complete the Procurement Details section of your grant application.

From the application summary screen click on the Procurement Details hyperlink.

### APPLICATION SUMMARY

#### Section Listing and Status

Section Name	Status	Last Update
<a href="#">Statement of Purpose</a>	In Process	9/22/2025 6:04:44 PM
<a href="#">Description</a>	In Process	9/22/2025 6:04:44 PM
<a href="#">Checklists</a>	In Process	9/22/2025 6:04:44 PM
<a href="#">Attachments</a>	In Process	9/22/2025 6:04:44 PM
<a href="#">Procurement Details</a>	In Process	9/22/2025 6:04:44 PM
<a href="#">Final</a>	In Process	9/22/2025 6:41:53 PM


## CONTINUE

Carefully review question one and select "Yes" from the drop-down menu. Then, click "Add Row" in question three to reveal the values in the chart.

tion include any procurements by noncompetitive proposal?

If "No" to question 1 above, the applicant agency must keep documentation on file to support and verify the competitive method of procurement. The applicant must also keep documentation on file for the selection of the successful vendor. Does the applicant agree to keep supporting documentation as described?





If "Yes" to Question 1 above, please fill in the grid below for each product or service to be procured by noncompetitive proposal. If you have multiple products or services, use the "Add Row" button to add a new row of the grid.

Description of Product or Service 	Egrants Budget Category 	\$ Value of Product or Service 	Procurement Method 	Vendor Name If
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To complete section three, begin by providing a description of the product or service. Next, select the appropriate E-grants budget category from the drop-down menu. Enter the value of the product or service you intend to purchase, and choose "sole source" from the procurement method drop-down. If you know the vendor name, please enter it as well. For multiple sole sources requiring approval, click "Add Row" and fill out the chart for each item accordingly.

Use the grid below for each product or service to be procured by noncompetitive proposal. If you have multiple products

Service 	Egrants Budget Category 	\$ Value of Product or Service 	Procurement Method
<input type="text"/>	Equipment 	27,000.00	Sole Source

To complete section four, provide comprehensive answers to all questions. Responses such as "N/A" will not be accepted and may lead to the section being returned for clarification during the PCCD review process. If you are requesting approval for multiple sole sources, ensure that you address the questions for each request. To add a new

proposed sole source, click on "Add New Proposed Sole Source." After entering all requests, click "Save" to return to the application summary.

4. Please respond to the following questions for each vendor or contractor identified as being procured using Sole Source. For additional vendors or contractors, select the 'Add New' link.

**Proposed Sole Source Vendor #1**

4.1. Provide a brief description including the name of the vendor or the product or service being procured and the expected procurement amount.

4.2. Explanation of why it is necessary to contract non-competitively, including at least one of the four circumstances listed below: 1. The item is available only from a single source; 2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; 3. PCDD expressly authorizes noncompetitive proposals in response to a written request from the applicant; or 4. After solicitation of a number of sources, competition is determined to be inadequate. The justification may also include the following contractor qualities: a. Organizational expertise b. Management c. Knowledge of the program d. Responsiveness e. Expertise of personnel

4.3. Provide a statement of when contractual coverage is required and, if dates are not met, what impact it will have on the program (for example, how long it would take another contractor to reach the same level of competence). Make sure to include the financial impact in dollars.

4.4. Provide an outline of the unique qualities of the contractor.

4.5. Identify any other sources considered and cite the specific reason(s) the other sources lacked the capability to satisfy the procurement requirement.

4.6. Conflict of interest review: The applicant must disclose any possible conflicts of interest or declare that there are no known conflicts of interest as a result of the procurement.

Add New Proposed Sole Source Vendor



Save

Save And Continue Editing

Return to Application Summary

**CONTINUE**



For additional questions regarding completing the procurement details section, please contact the Help Desk.

Email: [RA-egrantsSupport@pa.gov](mailto:RA-egrantsSupport@pa.gov)

Telephone: (717) 787-5887 or toll-free within Pennsylvania (800) 692-7292