



IOWA DEPARTMENT OF JUSTICE

ATTORNEY GENERAL  
BRENNA BIRD

## Procurement Standards

Subrecipients shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable federal law and the standards identified in the Procurement Standards Sections of [CFR 200.317-200.326](#). This section of the CFR (search for sections 317 after you open the document) details what needs to be in an agency's procurement policy.

Any agency, whose procurement system has been certified by a federal agency, is not subject to prior approval requirements of 28 CFR Parts 200. CVAD's prior approval will only be required for areas beyond limits of the subrecipient certification. Highlights include but are not limited to:

- **Cost and Price Analysis (2 CFR, Section 200.323):** Describe the process for performing a cost or price analysis for every procurement action in excess of the small purchase threshold (phone bids, 3 quotes, etc.).
- **Noncompetitive Procurement (2 CFR, Section 200.320[f]):** Describe the process for procuring goods and/or services that cannot be conducted through normal competitive procurement methods, including emergency or sole source procurement.
- **Small Purchase Procedures (2 CFR, Section 200.320[b]):** Describe the process for procuring goods, and/or services when the total dollar amount is less than your program's relevant small purchase threshold per procurement transaction.
- **Formal Purchase Procedures (2 CFR, Section 200.320[c] and [d]):** Describe the process for procuring goods and/or services when the dollar amount is more than your program's relevant small purchase threshold per procurement transaction.
- **Duplication of Goods/Services (2 CFR, Section 200.318[d]):** Describe the process used to ensure that there is no acquisition of unnecessary or duplicate goods or services.
- **Gratuities, Favors, or Gifts (2 CFR, sections 200.318[c][1] and 400.2):** Include a prohibition on soliciting or accepting gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub agreements. Agencies may define a set of standards for situations in which financial interest or gratuity is not substantial or the gift is an unsolicited item of nominal value. If the latter is chosen, include the definition of nominal value.

