



September 11, 2018

To Whom It May Concern:

This letter is to verify that Region 3 Purchasing Cooperative has followed the most restrictive of the state or federal procurement rules.

Region 3 Purchasing Cooperative is required by law to follow the most restrictive federal, state or local procurement rules currently in effect. For micro-purchases below \$10,000, federal rules apply. In addition, per state rules, any Local Education Agency is best served with a local policy identifying a threshold below \$50,000 for which they do not require a competitive process. For purchases between \$10,001 and \$49,999, federal rules require price or rate quotations from an adequate number of qualified sources, making the federal rules more restrictive than those required by the State of Texas. At \$50,000 and above, state rules become more restrictive and must be followed. At \$250,000 and above, the federal rule is most restrictive in regard to the cost/price analysis and must be followed in conjunction with state rules. Region 3 Purchasing Cooperative recommends that members conduct their own cost or price analysis as it is impracticable or impossible for RPC to perform one before the exact purchase amount is determined.

Department of Education General Administrative Regulations – 2 CFR 200.318(e) – encourages non-federal entities to enter into state and local intergovernmental or inter-entity agreements where appropriate for procurement, or use of common or shared goods and services to foster greater economy and efficiency. The purchasing cooperative must follow the same state and federal procurement rules that would apply if an LEA made the procurement themselves along with the appeals process, full and open competition, and ensuring adequate competition.

Because at the time of procurement Region 3 Purchasing Cooperative is unable to determine which of its contracts will be used by our members(s) using federal funds, we will competitively procure each and every contract awarded under Section 44.031 of the Texas Education Code and will comply with EDGAG on every procurement action.

Bid announcements are advertised in *The Victoria Advocate* for two consecutive weeks followed by no less than a two-week vendor response time after the final date of publication. Region 3 Purchasing Cooperative maintains records detailing our procurement histories including the rationale for the method of procurement, selection of contract type, vendor selection or rejection and the basis for the contract price, if applicable.

I verify that the Region 3 Purchasing Cooperative has followed the most restrictive of the state or federal procurement rules.

Sincerely,

*Laura J. Ratliff*

Deputy Executive Director for Business  
Region 3 Education Service Center