The following procurement chart summarizes for Public Housing Authorities the different methods of procurement as defined in the HUD Procurement Handbook 7460.8 Rev 2.

<table>
<thead>
<tr>
<th>HUD – Methods Of Procurement</th>
<th>Comparison Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Small Purchases</strong></td>
<td><strong>Sealed Bids</strong></td>
</tr>
<tr>
<td>Micro Purchases Up to $2,000.00</td>
<td>$2,000 to $100,000</td>
</tr>
</tbody>
</table>

**Obtain Bids**
- Solicit ONE quote In Writing Or Verbally
- Solicit REASONABLE number of quotes In Writing Or Verbally
- Requires Competition (recommend a minimum of three)
- Awarded to “Best Value”
- Requires Competition
- Always an Apparent Low Bidder
- Awarded to Lowest Cost
- Fixed Firm Price Contract.
- Requires Competition
- Factors
- Relative Importance
- Evaluate
- Advertise
- Available only from a single source.
- Public extengency or emergency exits.
- HUD Approves.
- Lack of competition

**Award Contract**
- Single Quote No Competition
- Requires Competition
- IFB

**Prove Cost Reasonableness**
- Signature signifies that the cost is reasonable.
- Apparently obvious or price analysis
- Price Analysis
- 1. Price Analysis (Qualifications & Cost)
- 2. Cost Analysis (Qualifications ONLY)
- Cost Analysis

<table>
<thead>
<tr>
<th>Independent Cost Analysis</th>
<th>Not Required</th>
<th>Required</th>
<th>Required</th>
<th>Required</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonding Requirements</td>
<td>Not Required</td>
<td>Not Required</td>
<td>Required for construction Contracts.</td>
<td>Not Required</td>
<td>Required for construction contracts.</td>
</tr>
</tbody>
</table>

**Wage Rates**
- Not Required
- Required for construction & maintenance contracts.
- Required for construction & maintenance contracts
- Not Required
- Required for construction contracts over $2,000.

**Required HUD Forms**
- Not Required
- General - Table 5.1 Construction HUD 5370-EZ or HUD 5370
- Maintenance – Table 5.1 Sect. II-HUD 5370-C
- Non-Construction HUD-5369-B HUD-5369-C HUD-5370-C Construction HUD-5369 HUD-5369-A HUD-5370
- Non-Construction HUD-5369-B HUD-5369-C
- A/E Contract HUD-51915

<table>
<thead>
<tr>
<th>Check List of Parties Excluded from Federal Procurement</th>
<th>Required</th>
<th>Required</th>
<th>Required</th>
<th>Required</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check List of Denial of Participation</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
</tbody>
</table>

**Documenting Rationale for Award**
- Historical Data
- Historical Data or written summary (Finding of Fact)
- Historical Data or written summary (Finding of Fact)
- Written Summary (Finding of Fact)
- Written Summary (Finding of Fact)