

Introduction

What is procurement?

Procurement is the complete process of obtaining goods and services, including preparing and processing a requisition, receiving goods or services, and payment. The procurement process includes any kind of purchase and entails using purchase orders and contracts. A good procurement system ensures that goods or services are obtained through a process that maximizes the value of the funds.

Recipients of federal funds, such as funds received under the Individuals with Disabilities Education Act (IDEA), must ensure that their procurement process complies with specific minimum thresholds outlined in the Education Department General Administrative Regulations (EDGAR).

Who should use this guide?

This document should be used by recipients of IDEA sub-grants awarded by the Wisconsin Department of Public Instruction (WDPI), including Cooperative Educational Service Agencies (CESAs), school districts, independent (2r) charter schools, and institutions of higher education (IHEs). These recipients are referred to throughout this document as *grantees*.¹

Where are the U.S. Department of Education’s minimum requirements for procurement with federal grant funds located? EDGAR Section 80.36 ([34 CFR § 80.36](#)) establishes minimum procurement requirements for grantees regarding:

- Procurement standards;
- Competition;
- Methods of procurement;
- Contract cost and price;
- Procurement review;
- Certification of Procurement Policies and Procedures
- Contract provisions;
- Bonding requirements;
- Contracting with small and minority firms, women’s businesses, labor surplus area firms; and
- Contracting with faith-based organizations.

Definitions

Definitions for highlighted and underlined terms in this guide may be found in the supplementary [Glossary of Terms](#).

¹For the purposes of this document, “grantee” refers to an agency, such as a school district or CESA that receives a sub-award from the Wisconsin Department of Public Instruction. Note that in 34 CFR § 80.36, these agencies are described as “sub-grantees.”