



**PORTLAND PUBLIC SCHOOLS**  
**OFFICE OF PURCHASING & CONTRACTING**

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**Date:** August 23, 2018 - **Updated 2024**

**To:** All District Staff Involved in Expenditure of Federal Grant or Pass-Through Funds

**From:** Emily Courtnage, Director

**Subject:** New Procurement Policies for Federally-Funded Contracts and Purchases  
(updated with new procurement thresholds in red)

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**Brief Overview:**

Do:

Don't:

**Applicability:**

**Implementation Date:**

## **Additional Requirements for Federally-Funded Contracts**

Mandatory contract terms

Contracting with small and minority businesses and women's business enterprises

Required cost analysis

Limited use of time and materials contracts

## Recordkeeping