



## DEPARTMENT OF EDUCATION


Townsend Building  
401 Federal Street Suite 2  
Dover, Delaware 19901-3639  
DOE WEBSITE: <http://www.doe.k12.de.us>

Susan S. Bunting, Ed.D.  
Secretary of Education  
Voice: (302) 735-4000  
FAX: (302) 739-4654

July 21, 2021

### MEMORANDUM

**TO:** Summer Food Service Program Sponsors

**FROM:** Aimee F. Beam, MS, RD, LDN   
Education Associate, Nutrition Programs

**RE:** **SY 2021-2022 Operational Memo #21**  
**Procurement Thresholds**

The State of Delaware recently increased procurement thresholds via [Senate Bill 200 \(Capital Budget Bill\) Section 33](#). Per the legislation, *Section 33. Procurement Thresholds. (a) Notwithstanding the provisions of 29 Del. C., §6913 (c) (4), effective September 1, 2021 the thresholds for requiring the issuance of a formal bid or formal RFP shall be as follows: For a materiel/Non-professional Services procurement: \$50,000, for a Public Works procurement: \$150,000 and for a Professional Services procurement: \$100,000.*

Therefore, as of September 1, 2021, the thresholds in which Nutrition Program operators must follow when conducting procurement are:

- Micro-Purchase: Purchases of goods and services up to \$10,000 (no change in threshold);
- Small Purchase: Purchase of material goods and non-professional services between \$10,001 and \$49,999 (annually) and professional services up to \$100,000 (over the term of the contract); and
- Formal Purchase: Purchase of material goods and non-professional services valued \$50,000 or more (annually); purchase of professional services valued at \$100,000 or more (over the term of the contract)

The Delaware Department of Education (DDOE) Nutrition Programs Office will be updating procurement templates and trainings to reflect the updated thresholds. If there are any questions, please contact our office at (302) 857-3356.

cc: Nutrition Team