

Type of Transaction	Procurement Authority	Procurement Mechanism	Process
All types of training at or below \$10,000*	Purchase card holder	Purchase card [†]	Award to any selected vendor at a reasonable price.
COTS [‡] training costing \$10,000.01 - \$25,000	Training Official	Authorized SF-182 attached in FBMS and completed as a miscellaneous obligation in FBMS	<ol style="list-style-type: none"> 1. Award to any selected vendor at a reasonable price 2. Email quote and completed SF182 to Training Official for signature.
COTS training costing \$25,000.01 - \$50,000	Training Official	Authorized SF-182 attached in FBMS and completed as a miscellaneous obligation in FBMS	<ol style="list-style-type: none"> 1. Email training Request to Training Official. 2. Upon receipt, the Training Official will use the information to conduct market research and obtain three quotes. If you have already obtained quotes, email them to the Training Official. 3. Once the Training Official receives three quotes, they will email them to you. 4. Review the quotes and select the best value option. 5. Fill out the SF182 with the corresponding vendor information and email it to the Training Official. <p>The Training Official will sign the SF182, email it to you, and you must inform the selected vendor. At this point in the process, the role of the Training Official is complete, and you will be the vendor's point of contact.</p>
<ol style="list-style-type: none"> 1. COTS training costing over \$50,000 2. Non-COTS training costing over \$10,000 	Contracting Officer	Appropriate FAR procurement process recorded as a Purchase Order in FBMS	The Federal Acquisition Regulation (FAR) must be followed in its entirety. Contact your Contracting Officer or askoag@usgs.gov

*The micro-purchase threshold for training is \$10,000.

[†]The SF182 may be used to purchase training under the micro-purchase threshold but must be signed by the [Training Official](#) before creating a miscellaneous obligation.

[‡]COTS: Commercial-off-the-shelf training. This is a training the vendor already offers and does NOT require design or development.