



RESOLUTION 2026-02-25 (3)

Date: February 25, 2026

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Update Procurement Policy and Signing Authority Thresholds

This resolution is to update Tacoma Housing Authority's Procurement Policy to reflect changes to micro-purchase and simplified acquisition threshold amounts, including the Executive Director's authority for procurement actions under Chapter 13 of that policy.

BACKGROUND

Under 41 U.S.C. § 1908, the Federal Acquisition Regulation (FAR) Council (which includes the federal Office of Management and Budget, Office of Federal Procurement Policy, Department of Defense, General Services Administration, and National Aeronautics and Space Administration) adjusts FAR thresholds for certain procurement actions every five (5) years using the consumer price index.

Effective October 1, 2025, the FAR Council issued a Final Rule in the Federal Register (Notice No. 2025-16412, 90 FR 41872) approving new thresholds as follows:

- **Micro-Purchase Threshold (MPT):** Increased from \$10,000 to \$15,000.
- **Simplified Acquisition Threshold (SAT):** Increased from \$250,000 to \$350,000.

These thresholds trigger different levels of obligations for THA under federal procurement law. For example, micro-purchases require no formal cost or price analysis before THA can finalize them through a signed contract, while purchases above that threshold require a comparison with

other offers, and those above the simplified acquisition threshold require a formal cost or price analysis.

Increasing these values will continue to allow a streamlined procurement process for purchases estimated to cost less than \$350,000 and ensure that contracts are awarded based on the value, in today's dollars, of the goods and services being purchased. Further, the new SAT brings the federal standard in alignment with state law authorizing a simplified, uniform small works roster process for projects with an estimated cost less than \$350,000.

The Legal Services Department recommends that the Board approve changes to our Procurement Policy, PCI-01, to reflect these updated thresholds. In addition, in light of these changes and the fact that thresholds for contract signing authority have not been updated in several years, we also recommend that thresholds for contract signing authority be updated so that they are consistent with the MPT and SAT thresholds.

The tables below reflect the current policy and the proposed changes:

Current Threshold	Signer	Current Authority
\$10,000	ED/DED/Contract Manager	Authorized to sign all contract documents.
\$20,000	ED/DED	ED/DED authorized to sign all contract documents. Directors are authorized to sign procurement documents that do not carry any Terms and Conditions.
\$50,000	ED/DED	The ED and DED are authorized to sign all contract documents.
\$50,001-\$150,000	Executive Director	The ED is authorized to sign all contract documents provided they are previously included in a Board approved budget.
\$50,001	Executive Director	ED must have board approval for procurements not previously authorized by a Board approved budget.
\$150,001 and greater	Executive Director	Board approval required. Board approval can come in the form of an approved budget or as a specific approval.

Proposed Thresholds	Signer	Authority
\$50,000	ED/DED/Contract Manager	Authorized to sign all contract documents.
\$50,001-\$350,000	ED/DED	The ED is authorized to sign all contract documents, provided they are previously included in a Board approved budget.
>\$350,000	ED/DED	Board approval is required through a specific item approval (resolution).

RECOMMENDATION

This Board will authorize THA to amend Procurement Policy, PCI-01, to reflect amended thresholds for micro-purchases and simplified acquisitions, and Chapter 13 of that policy to align the Executive Director's authority with those updated threshold amounts.



RESOLUTION 2026-02-25 (3)

(Authority to Amend THA's Procurement Policy, Authority for Procurement Actions)

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma

WHEREAS, effective October 1, 2025, the FAR Council issued a Final Rule increasing the micro-purchase threshold to \$15,000 and the simplified acquisition threshold to \$350,000; and

WHEREAS, increasing these values will continue to allow a streamlined procurement process for purchases estimated to cost less than \$350,000 and ensure that contracts are awarded based on the value, in today's dollars, of the goods and services being purchased; and

WHEREAS, the new SAT brings the federal standard in alignment with state law authorizing a simplified, uniform small works roster process for projects with an estimated cost less than \$350,000; and

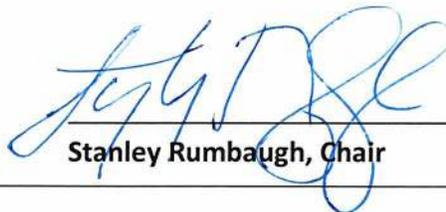
WHEREAS, the Executive Director signs all binding contracts, deeds, and other instruments made by THA as authorized by advanced resolution of the Board of Commissioners; and

WHEREAS, it is in THA's interest to update its Procurement Policy, PCI-01, to reflect federal amended thresholds and to update the Executive Director's authority for procurement actions consistent with these updated thresholds; now, therefore, be it

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington that:

THA Procurement Policy, PCI-01, may be updated to reflect amended thresholds for micro-purchases and simplified acquisitions, and Chapter 13 of that policy may also be updated to align the Executive Director's authority with those updated threshold amounts.

Approved: February 25, 2026



Stanley Rumbaugh, Chair