Procurement Decision Process

Simplified Acquisition Threshold (SAT)
(formerly Small Purchase Threshold)
most restrictive of State or Local

BELOW
Simplified Acquisition Threshold

Informal Purchasing

Micro-purchasing
(limit of ≤ $3,500)

Request for Quote (RFQ)

Develop solicitation documents
(includes: specifications, estimated quantities, Terms, Conditions, and other provisions)
Contact potential vendors

Evaluate, Award, Notify
Maintain all documentation

ABOVE
Simplified Acquisition Threshold

Formal Purchasing

Invitation for Bid (IFB)
Request for Proposal (RFP)

Develop solicitation documents
(includes specifications, estimated quantities, basis for award or evaluation criteria, Terms, Conditions, and all required provisions)
Publicly advertise solicitation

Evaluate, Award, Notify
Maintain all documentation

Written Code of Ethics/Conduct for all staff involved

Contract Performance Management Process during the entire length of the contract
Procurement Decision Process (cont.)

Purchasing Methods for unique circumstances outside customary
Informal and/or Formal Purchasing Methods

Sole Source
(non-competitive negotiation)

Emergency Procurement
(one-time unforeseen event)

Determine and document whether Sole Source conditions apply
(Request for Information)

Document Emergency
(document reason for the emergency and obtain prior approval)

Obtain Prior State agency approval

Award Contract with Vendor

Maintain all required documentation
(includes item/service name, cost, vendor, written justification for sole source approval; written approval from SA and BOE/BOD)

Maintain Documentation
(Including good/service required, cost, vendor, or whether piggybacking)

Seek BOE/BOD Approval; Award Contract

Contract Performance Management Process during the entire length of the contract