

TYPES OF PROCUREMENT

Did you spend UNDER \$10,000
AND “Spread the Wealth”
(purchase items from multiple
stores)?

NO

Did you spend UNDER
\$250,000 with a store or
vendor AND compare prices?

NO

Did you spend OVER
\$250,000 with a store or
vendor?

YES

YES

YES

This is
MICROPURCHASING

This is a **SMALL Purchase**
= Informal Procurement

This is a **LARGE Purchase**
= Formal Procurement

*Quotes or Price comparison is
not required.

YOU NEED:

1. The prices must be reasonable.
2. Purchases of Products or Services (similar or dissimilar purchased once as a single, collective unit) are to be purchased from multiple sources.

YOU NEED:

1. Written Specifications/detailed grocery list.
2. Specification need to be sent to at least 2 or more vendors OR prices must be compared from least 2 or more stores (This can be done by phone, online, catalogs, etc.)
3. Maintain documentation on a price comparison sheet indicating what stores and prices were compared.

YOU NEED:

1. Written Specifications.
2. Advertise in a Newspaper.
3. Formal Evaluation/Bid Opening.

Types of Formal

Sealed bid = Awarded to lowest price.
RFP = Price is most important factor but can be selected by other factors as well.