

Value of Purchase	Requestor Action	Procurement Process	Approximate Processing Time
<b>GOODS</b>			
\$0-\$20,100	Provide verbal or written quotes but no formal bidding required. Should solicit 3 informal quotes, when possible.  Enter requisition  Purchases under \$1,000 can use p-card (in accordance with published Pcard procedures) <a href="http://www.bloomu.edu/finance_busoffice/purchasing">http://www.bloomu.edu/finance_busoffice/purchasing</a> <b>If using Pcard, do not also enter a PR</b>	<ul style="list-style-type: none"> <li>• PO Created</li> <li>• Signed by Authorized Agent and sent to vendor</li> </ul>	1-5 days
>\$20,100	Enter requisition  Solicit at least 3 competitive quotes, where feasible, in advertising and bid process	<ul style="list-style-type: none"> <li>• IFB/RFQ or RFP Created</li> <li>• Bids Evaluated</li> <li>• PO Created</li> <li>• Signed by Authorized Agent and sent to vendor</li> </ul>	15-30 days
<b>SERVICES</b>			
\$0-\$5000	Enter Requisition  Provide verbal quote—no formal bidding required	<ul style="list-style-type: none"> <li>• PO/SPC Created</li> <li>• Sent to vendor for signature</li> <li>• Signed by Authorized Agent(s)</li> </ul>	5-10 days depending on vendor signature time
>\$5000-\$20,100	Enter requisition  Provide any written quotes, but no formal bidding required	<ul style="list-style-type: none"> <li>• PO/SPC Created</li> <li>• Sent to vendor for signature</li> <li>• PO/SPC Signed by Authorized Agent</li> <li>• University Legal Review and signature</li> </ul>	10 -20 days depending on legal review
>\$20,000-\$500,000	Enter requisition  Participate in advertising and bid process	<ul style="list-style-type: none"> <li>• IFB, RFQ or RFP Created</li> <li>• Bids evaluated</li> <li>• PO/SPC Created</li> <li>• Sent to vendor for signature</li> <li>• Signed by Authorized Agent</li> <li>• University Legal review and signature</li> <li>• OAG Review and signature</li> </ul>	>\$20,000 = 30-90 days (OAG is allowed up to 30 days for signature)
>\$500,000	Enter requisition  Participate in advertising and bid process	<ul style="list-style-type: none"> <li>• IFB, RFQ or RFP Created</li> <li>• Bids evaluated</li> <li>• PO/SPC Created</li> <li>• Sent to vendor for signature</li> <li>• Signed by Authorized Agent</li> <li>• University Legal review and signature</li> <li>• OGC Review and signature</li> <li>• OAG Review and signature</li> </ul>	90-180 days (OAG and OGC signatures can take up to 30 days each)

Notes:

1. Timelines above are for standard contracts. If the contract is not on a pre-approved form, it is considered a blue-back and requires legal, OAG and OGC signatures (90-120 days).
2. License agreements may take more time to process due to special language in agreements.
3. Emergency contracts are possible only if the circumstance is a threat to public health, safety and welfare.
4. Sole Source should only be used if only one contractor is capable of providing the goods/service. If the requestor contends the proposed purchase qualifies as a sole source he/she needs to consult with the Purchasing Department for review, evaluation and determination prior to proceeding with a purchase.
5. Vendors cannot begin work, provide services or deliver materials without the required authorization from the Purchasing Office.

Definitions/Acronyms:

Authorized Agent	A representative designated officially in writing by the University President to have delegated signature authority for the expenditure of university funds.
IFB	Invitation for Bid
RFP	Request for Proposal
RFQ	Request for Quotation
OAG	Office of Attorney General
OGC	Office of General Counsel
PO	Purchase Order
SPC	Service Purchase Contract

*Revised: 10/31/18 file Purchasing/Requisitioner procurement table.doc*