

PROCUREMENT QUICK REFERENCE GUIDE

Purchase Description	Action Required	Timeline	Board Approval Required
All purchases under \$500 does not require a purchase order.	Requestor may select an active APECS supplier, order directly from supplier and submit invoice to A/P for payment.	N/A	N/A
All purchases over \$500 must be made by a valid SCS purchase order.	A requisition is required. Actions will be based on the dollar amount of the goods/services.	Timeline is based on actions required. 30 days must be added for service contracts.	If cost is \$100,000 or more or agreement is a multi-year term.
Purchases with total amounts ranging from \$500-\$9,999.99 may be made in the open market, but shall, whenever possible, be based upon at least three (3) competitive quotes.	Requestor is required to submit a Requisition and not less than three quotes for spend validation. Requestor must select supplier with lowest cost that meets specs.	Requisition shall be processed within 2-3 work days, unless a contract is required. Add 30 days for executed contract.	N/A
Purchases totaling \$10,000 or more must be competitively bid.	Requestor is required to submit a requisition with specifications/ scope of work to Procurement to determine if a solicitation is required.	Solicitation will be posted publicly for 10-21 calendar days and evaluated appropriately. Please allow a minimum of 10 weeks for an RFP solicitation and contract execution. Bids w/ contracts may take a minimum of 6 weeks, excluding Board Approval time if needed.	If cost is \$100,000 or more or agreement is a multi-year term.
Bids or RFPs totaling \$100,000 or more or multi-year contracts must be presented for approval of the SCBE Board Members.	The board briefing document and other supporting documents must be submitted. Please contact Procurement for the forms.	Requestors must allow additional 30 business days for Board Approval.	N/A
Sole Source- Procurement by noncompetitive proposals. Only available from one sole source	Requestor must submit Justification documentation form for review and approval.	Must allow for a minimum of 5 business days to validate and approve.	If cost is \$100,000 or more or agreement is a multi-year term.
Emergency	Approval Request must be submitted via email to the Procurement Director.	Emergency purchases may be made without a purchase order	If these purchases fall within the amounts that require Board approval, they shall be presented to the Board at the next regular meeting.