


# Procurement Quick Reference Guide

		Business Procurement Card	Informal Solicitation	Formal Solicitation (Invitation for Bid)	Formal Solicitation (Request for Proposal) (RFP)	Sole Source/Single Feasible Source (Valid for up to 12 months)	Grant Funded Procurement
\$ Amount	\$1 and up	\$1 - \$1,000	\$5,000-\$24,999	\$25,000 and up	\$25,000 and up	\$5,000 and up	\$3,500 and up
Department Responsibility	* Create requisition through UCMarket	* Refer to Business Procurement Card Operating Policies and Procedures Manual or contact Procurement with questions	1.Create new requisition using "Supplier Not Known" as supplier 2.Attach specifications for goods and services requested 3.Identify all known suppliers (include contact information) 4.Provide department contact, budget number and estimated cost) 5.Attach any applicable documentation 6.Contact Procurement to discuss	1.Create new requisition using "Supplier Not Known" as supplier 2.Attach specifications for goods and services requested 3.Identify all known suppliers (include contact information) 4. Provide department contact, budget number and estimated cost) 5. Attach any applicable documentation 6. Contact Procurement to discuss	1.Create new requisition using "Supplier Not Known" as supplier 2.Attach specifications for goods and services requested 3.Identify all known suppliers (include contact information) 4. Provide department contact, budget number and estimated cost) 5. Attach any applicable documentation 6. Contact Procurement to discuss	1.Create new requisition 2.Attach vendor's quote 3. Attach signed department letter 4.Attach justification letter from vendor 5. Provide department contact and budget number	1.Create new requisition using "Supplier Not Known" as supplier 2. Attach specifications for goods and services requested 3.Identify all known suppliers (include contact information) 4.Provide department contact, budget number and estimated cost) 5. Attach any applicable documentation 6.Contact Procurement to discuss
Procurement Role and Responsibilities	*Provide support to department as needed	*Provide support as needed	1.Review specifications 2.Prepare informal solicitation (Request for Quote) 3.Obtain a minimum of three (3) quotes	1.Review specifications 2.Advertise and issue solicitation 3.Review responses received 4.Award will be based on meeting all specifications at lowest cost *To be used for goods and services	1.Review specifications 2.Establish an evaluation committee 3.Issue solicitation 4.Evaluate responses received 5.A Best and Final Offer negotiation may be requested *Award based on defined criteria, best value and consensus of evaluation committee	1.Review justification 2.Discuss with department 3.Post for five (5) business days on Procurement website 4. Advertise if greater than \$25,000 5. Issue Purchase Order on sixth (6) business day	1.Review specifications 2.Prepare informal solicitation (Request for Quote) 3.Will obtain either a minimum of three (3) quotes or issue formal solicitation depending on total dollar amount
Est. Time to Complete	0-2 days	0-1 day	1-3 weeks	14-30 days	45-180 days	2 days-3 weeks	3-60 days

**Note:**  
 \*Life of contract/purchase order or repetitive purchases determines the dollar threshold for all types of solicitations.  
 \*Construction projects may have longer lead times.  
 \*Cooperative contracts may be utilized.  
 \*If total contract exceeds \$350,000, approval by the Board of Governors is required.