## Procurement Quick Reference Guide

<table>
<thead>
<tr>
<th>$ Amount</th>
<th>Business Procurement Card</th>
<th>Informal Solicitation</th>
<th>Formal Solicitation (Invitation for Bid)</th>
<th>Formal Solicitation (Request for Proposal) (RFP)</th>
<th>Sole Source/Single Feasible Source (Valid for up to 12 months)</th>
<th>Grant Funded Procurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 and up</td>
<td>$1 - $1,000</td>
<td>$5,000 - $24,999</td>
<td>$25,000 and up</td>
<td>$25,000 and up</td>
<td>$5,000 and up</td>
<td>$3,500 and up</td>
</tr>
</tbody>
</table>

### Department Responsibility

- **$1 and up**
  - Create requisition through UCMarket
  - Referto Business Procurement Card Operating Policies and Procedures Manual or contact Procurement with questions

### Procurement Role and Responsibilities

- **$1 and up**
  - Provide support to department as needed
  - Prepare formal solicitation (Request for Proposal)
  - Obtain a minimum of three (3) quotes

### 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.

Updated 03/29/19