



# State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

		Number PRO-C-8
		Effective 7-1-02
Section THE PROCUREMENT PROCESS	Agencies Affected ALL	Replaces 3-1-00
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### III. Procedure:

- A. When the estimated cost is \$5,000 or less, the agency may award to the vendor judged best able to supply. This does not apply to purchases of printing. In choosing a vendor, the following should be considered: location of delivery point, quality of articles to be supplied, price of articles, conformity with specifications, purpose for which articles are required, and date of delivery. The agency will make a special effort to award to small businesses, veteran-owned businesses, minority businesses, and work centers.
- B. When the estimated cost is over \$5,000 through \$25,000, the agency compares three or more bids from at least three or more bidders, whenever possible, from:
1. Price lists,
  2. Quotes on file,
  3. Phone or verbal quotes, or
  4. Written bids.
- Phone and verbal quotes should be confirmed in writing by the successful vendor. Receipt of an invoice may serve as confirmation. The agency must have a procedure to check the invoice against the purchase order to assure proper pricing.
- C. Any resulting bids for transactions over \$25,000 are taken by means of the official sealed bid process. See also [PRO-C-5](#), Bidding Policy and Procedure, Official Sealed Bid.

Authorized:



Director  
State Bureau of Procurement

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IV. Recordkeeping:

A. Documentation of all simplified bidding transactions is required.

1. When the estimated cost is \$5,000 or less, the agency determines recordkeeping requirements.
2. When the estimated cost is over \$5,000 through \$25,000, use form [DOA-3088](#), Simplified Bidding Record, or similar format with the same information. This form should be used to document bids and waivers of bidding. Phone and verbal quotes should be confirmed in writing by the successful vendor. Receipt of an invoice may serve as confirmation.
3. When the estimated cost is over \$25,000, refer to [PRO-C-5](#), Bidding Policy and Procedure, Official Sealed Bid.

V. See [PRO-C-9](#), Waiver of Bidding Process; [PRO-C-27](#), Serial Contracting; and [PRO-D-1](#), Minority Business Enterprise Policy.

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