

State Procurement Manual

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

		Number PRO-C-8
		Effective 11-14-11
Section THE PROCUREMENT PROCESS	Agencies Affected ALL	Replaces 7-1-02
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C. When the estimated cost is over \$5,000 through \$50,000, 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.

E-mail quotes from vendors are considered written documentation of a bid. 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. The agency is responsible for ensuring that purchases do not exceed \$50,000 or that serial contracting is not used.

D. Any resulting bids for transactions over \$50,000 are taken by means of the official sealed bid process. See also [PRO-C-5](#), Bidding Policy and Procedure, Official Sealed Bid.

E. For services over \$25,000, the agency must conduct a cost benefit analysis. See [PRO-I-15](#), Cost Benefit Analysis.

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 \$50,000, 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. The agency must have a procedure in place to check the accuracy of the invoice.
3. When the estimated cost is over \$50,000, refer to [PRO-C-5](#), Bidding Policy and Procedure, Official Sealed Bid.

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4. The agency must establish a process to complete reporting on awards made to disabled veteran-owned businesses and minority businesses. The agency must submit information to the State Bureau of Procurement using form [DOA-3240](#), Disabled Veteran-owned Business Procurement Activity Report, and the electronic template of form [DOA-3005](#), Minority Business Enterprise Procurement Activity Report.

V. Reference material:

- A. [PRO-C-9](#), Waiver of Bidding Process
- B. [PRO-C-27](#), Serial Contracting
- C. [PRO-D-1](#), Minority Business Enterprise Policy
- D. [PRO-D-9](#), Small Business Policy
- E. [PRO-D-12](#), Veteran-owned Business Policy
- F. [PRO-D-35](#), Disabled Veteran-owned Business Policy
- G. [PRO-G-2](#), Minority Business Enterprise Procurement Activity Reporting
- H. [PRO-G-3](#), Disabled Veteran-owned Business Procurement Activity Reporting
- I. [PRO-K-2](#), Work Center Solicitation of a Contract

Authorized:



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