

<u>P.O. Total Amount</u> Required Process	Department Driven Purchases		PPS Driven Purchases		Comments
	< \$5,000	> \$5,000 & < \$25,000	> \$25,000 & < \$100,000	> \$100,000 & more**	
No Bid Needed	X				Use vendor of choice. Departments are encouraged to practice good faith and award based on best value.
Informal Bid Process		X			Three (3) bids or informal quotes with minimum of two (2) certified HUBs included. Departments are encouraged to practice good faith and award based on best value. Justification for no bidding must be fully explained in requisition process.
Formal Bid Process			X	X	<b>PPS Specialists (Buyers) will be responsible for creation of formal solicitation package.</b> Departments complete Formal Solicitation Request found on the PPS website and attach form to RFQ requisition through ePro.
Single Source Justification		X	X	X	<b>Sole Source Justification and Approval form</b> is found on the PPS Website under Purchasing Forms.
Electronic State Business Daily (ESBD) Posting			X	X	All university formal solicitations (bids) are listed by PPS Specialists (Buyers) .
Determine Subcontracts & HUB Subcontracting Plan				X	Determination made by PPS Specialists (Buyers) based on initial estimate of expense. Plan is required for all purchases of \$100k or more.
Consultant Procurement Process	X	X	X	X	Any study conducted by outside source could be designated as a consultant purchase. All consulting purchases should be directed to PPS Contracts area prior to obligation.

\*\* Purchases of \$100,000 or more must be approved by the appropriate Vice-President. If approval is not included with the requisition, further processing will remain on hold until approval is obtained.