

Purchasing Thresholds and Procedures

The following tables outline in broad terms the different levels of purchasing authority that CCRI's Purchasing Department has to work within and the procedure that must be followed in each instance. These thresholds are provided so that departments can better understand the process that will be followed in each circumstance.

I. Small Purchases

THRESHOLD	PROCEDURE
Up to \$500 (MPA and Non-MPA items)	<ul style="list-style-type: none"> • Direct Purchase Order issued to the vendor; does not require quotes or bidding. DPO is issued within 5 business days. • Splitting requisitions to fall under the \$500 threshold is not allowed.

II. Purchases Greater than \$500

THRESHOLD	PROCEDURE
Over \$500 to \$5,000 or Up to Delegated Authority Limit (see listing of delegated authority limits below)	<i>CCRI Internal Bid</i> <ul style="list-style-type: none"> • Informal Bid: Requires at least 3 quotes from vendors which are solicited by CCRI's Purchasing Office • Formal Bid: Bids similar to state bids (depending on the dollar amount and items) • Turnaround time : approximately 3 weeks
Greater than \$5,000 or in excess of Delegated Authority Limits	<i>State Bid</i> <ul style="list-style-type: none"> • Formal Bid by State Purchasing; usually have a minimum response time of 28 days for vendors to respond to RFP/RFQ. • Can require Pre-Bid Conferences with potential vendors; at times, these can be mandatory. • Process can take up to 3-4 months before award is made by the State. • Splitting requisitions to fall under the \$5,000 threshold is not allowed.