

Policy Number: 221.0

Policy: General Purchasing Guidelines

Effective Date: 3/2013

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Approved by: Business Services Director

PURCHASING PROCEDURE:

I. Purchases with a Total Contract Value of \$10,000 or less:

- A. Departments are authorized to purchase supplies and services with a total contract value (TCV) of \$10,000 or less.
- B. Select a purchasing technique that best meets your needs.
 - a. Departments are encouraged to follow prudent purchasing practices and obtain competition where practicable.
 - b. Common purchasing techniques include:
 - i. telephone bids,
 - ii. written bids, or
 - iii. internet or catalog bids.
 - c. Departments are encouraged to use the State's Vendors List for these purchases.
- C. Departments are not allowed to artificially divide requirements to keep the total contract value under dollar the thresholds defined herein, simply to avoid procurement methods for purchases over \$10,000.
- D. Purchases awarded using "Small Purchase" Procedures are not subject to protest procedures.
- E. Sole source procedures do not apply to Small Purchases.
- F. Service Contracts must complete a [Contracted Service Agreement](#).

II. Purchases with a Total Contract Value over \$10,000:

- A. Departments are not allowed to make purchases greater than \$10,000.
- B. All requests for large purchases must be made through the Purchasing Department.
- C. Department must submit a completed DPO and other supporting documents to the purchasing department to assist the department in making the purchase.
- D. Purchasing will determine the best mode of solicitation;
 - a. Limited Solicitation
 - b. Information for Bid
 - c. Request for Proposals
- E. For construction projects, Facility Services will follow the [MCA State Construction Contract](#) guidelines.