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.