

# Step-by-Step Procurement Flow Chart

**\*Or \$100,000 if additional delegated authority is granted**

**Step 1:** Agency procurement officer receives request to purchase good or service

**Step 1a.** Determine if good or service is available from a mandatory source. Mandatory sources include statewide contracts, agency open-end contracts, Correctional Industries, and Sheltered Workshops. *Section 3 of Procedures Handbook*

**If yes,** obtain good or service from the mandatory contract

**Step 1b.** If the good or service is not available from a mandatory source, conduct research to better understand the request/need/market. *Section 3 of Procedures Handbook*

**Step 2:** Determine the procurement method and aggregate spend for the same or similar good or service in previous 12 months. *Sections 5 and 6 of Procedures Handbook*

**\$5,000 or less**

**\$5,000.01 to \$20,000.00**

**\$20,000.01 to \$50,000.00\***

**\$50,000.01\* and more**

No bidding required. Proceed with purchase of commodity or service. Does not apply to A/E services

Verbal bid rules apply

**Step 3:** Develop procurement documents for procurement method and spend threshold. *Sections 3, 5, and 6 of Procedures Handbook*

**Step 4:** Advertise solicitation, evaluate responses, and/or award contract. *Sections 5 and 6 of Procedures Handbook*

**Step 5:** Complete post award requirements. These may include protests, contract management procedures, and making files and documentation available for inspection. *Sections 7 and 9 of Procedures Handbook*