

COMPETITIVE BIDDING REQUIREMENTS QUICK REFERENCE GUIDE

Procurement Threshold	Procurement Process	Procurement Method	Description of Standard Procurement Methods	Document Type
<\$5,000	N/A	Procurement Card	Used to purchase low dollar value expenditure (except services)* that otherwise do no warrant issuing a purchase order or contract.	*Contract required for services
\$5,000 - \$9,999	Requisition/PO	Comparable quotes <i>recommended</i>	A purchase requisition is required through Workday for all transactions over \$5000. Comparable quotes recommended at this level	Contract & Purchase Order
\$10,000-\$250,000	Requisition/PO	Small Purchase (3 Quotes Required)	Purchases between \$10,000 and \$250,000 require 3 quotes. Quotes may be obtained through the USD Marketplace utilizing the “Request Quote” Feature	Contract & Purchase Order <u>Submit Quotes with Purchase Requisition in Workday. Quotes may be obtained through the USD Marketplace utilizing the “Request Quote” Feature</u>
Over \$250,000	Requisition/PO	Formal RFP or RFQ	Purchases expected to exceed \$250,000 shall use a formal RFP or RFQ primarily through Procurement Services. Purchases exceeding \$250,000 require public notification and written cost/price analysis.	Contract & Purchase Order <u>Submit Detailed Specifications or Statement of Work to Procurement. Do not Attach Quotes or Contracts.</u>
Sole Source	Requisition/PO	N/A	Used when the purchase is greater than \$10,000 and where competition may be restricted. Require cost/price analysis.	Contract & Purchase Order <u>Submit Signed Single or Sole Source Form (Form A) with Requisition in Workday and any Quote(s) Obtained</u>

Independent Contractor “ABC” Test: (a) Work free from control and direction of USD; (b) Work is outside of usual course of USD’s business; (c) Contractor is engaged in independent business of the nature of work performed. Contact Compliance (Ginny Proctor) for more information - gproctor@sandiego.edu