

COMPETITIVE BIDDING REQUIREMENTS 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.	
\$5,001-\$10,000	Requisition (PR)	Small Purchase (2 Quotes Recommended)	Small purchases under \$10,000 (including taxes) only require proper use of the Procurement Card or a requisition for issuance of a purchase order. Application of prudent buying practices would include contacting at least two suppliers for a comparison of competitive prices.	Contract & Purchase Order <u>Submit Quotes and/or Small Purchase Form (Form B) with Purchase Requisition in Oracle</u>
\$10,000 - \$49,999.99	Requisition (PR)	Informal Request for Quote (RFQ -2 Quotes Required)	Quotes may be obtained by phone or email. Email quotes should be preferred to ensure proper documentation.	Contract & Purchase Order <u>Submit Quotes with Purchase Requisition in Oracle</u>
>\$50,000	Requisition (PR)	Formal RFP or RFQ (3 Bids Required)	Purchases expected to exceed \$50,000 shall use a formal RFP or RFQ primarily through Procurement Services. Purchases exceeding \$250,000 require public notification and written cost/price analysis. Contact Procurement Services for assistance.	Contract & Purchase Order <u>Contact Procurement Services for Assistance</u>
Sole Source	Requisition (PR)	N/A	Used when the purchase is greater than \$10,000 and where competition may be restricted. Require cost/price analysis. Contact Procurement Services for assistance.	Contract & Purchase Order <u>Submit Signed Sole Source Form (Form A) with Requisition in Oracle</u>

Independent Contractor “ABC” Test: (a) Work free from control and direction of USD; (b) Work is outside of usual course of USD business; (c) Contractor is engaged in independent business of the nature of work performed. Contact Office of the General Counsel for more information www.sandiego.edu/legal/