

**NON-FEDERAL FUNDS**

\*Please review Procurement Policy and Procurement Procedures, as other requirements may apply.

Type of Procurement	Procurement Threshold	Policy Reference	Basic Procurement Requirements
<b>Commodity</b> <i>Equipment, supplies, materials</i>	\$1 - \$5,000	VII.A.1.	Minimum of two written quotes/bids preferred. Maintained at least one year
	\$5,001 - \$25,000	VII.A.1.	Minimum of two written quotes/bids required. Maintained at least one year
	\$25,001 - \$175,000	VII.A.1.	Can follow bid process or direct negotiation. Must consider state's cooperative purchasing. Minimum of two written quotes/bids required. Maintained at least one year. Contracts in excess of \$100,000 require notification to the County Board.
	\$175,001 and up	VII.A.1.	Must consider state's cooperative purchasing. Request Board approval for public advertisement. Follow sealed bid procedures. Maintain at least ten years.
<b>Construction</b> <i>Physical modification of real property</i>	\$1 - \$5,000	VII.A.1.	Minimum of two written quotes/bids preferred. Maintained at least one year
	\$5,001 - \$25,000	VII.A.1.	Minimum of two written quotes/bids required. Maintained at least one year
	\$25,001 - \$175,000	VII.A.1.	Can follow bid process or direct negotiation. Must consider state's cooperative purchasing. Minimum of two written quotes/bids required. Maintained at least one year. Contracts in excess of \$100,000 require notification to the County Board.
	\$175,001 and up	VII.A.1.	Must consider state's cooperative purchasing. Request Board approval for public advertisement. Follow sealed bid procedures. Maintain at least ten years.
<b>Biddable Service</b> <i>Physical changes to personal property, maintenance of real or personal property, other non-technical services</i>	\$1 - \$5,000	VII.A.2.a.	Minimum of two written quotes/bids preferred. Maintained at least one year
	\$5,001 - \$25,000	VII.A.2.a.	Minimum of two written quotes/bids required. Maintained at least one year
	\$25,001 - \$175,000	VII.A.2.a.	Can follow bid process or direct negotiation. Must consider state's cooperative purchasing. Minimum of two written quotes/bids required. Maintained at least one year. Contracts in excess of \$100,000 require notification to the County Board.
	\$175,001 and up	VII.A.2.a.	Must consider state's cooperative purchasing. Request Board approval for public advertisement. Follow sealed bid procedures. Maintain at least ten years.
<b>Professional Service</b> <i>A&amp;E services, professional and technical services that are intellectual in character</i>	\$1 - \$50,000	VII.A.2.b.	Consider all factors a reasonable purchaser would use in selecting the greatest value for cost
	\$50,001 and up	VII.A.2.b.	Consider all factors a reasonable purchaser would use in selecting the greatest value for cost. Contract shall be approved by the County Board and maintained in the originating department.

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Type of Procurement	Procurement Threshold	Policy Reference	Basic Procurement Requirements
<b>Commodity</b> <i>Equipment, supplies, materials</i>	\$1 - \$3,000	VIII.A.1.	Minimum of two written quotes/bids preferred. Maintained at least one year
	\$3,001 - \$25,000	VIII.A.1.	Minimum of two written quotes/bids required. Maintained at least one year
	\$25,001 - \$100,000	VIII.A.1.	Can follow bid process or direct negotiation. Must consider state's cooperative purchasing. Minimum of two written quotes/bids required. Maintained at least one year.
	\$100,001 and up	VIII.A.1.	Must consider state's cooperative purchasing. Request Board approval for public advertisement. Follow sealed bid procedures. Maintain at least ten years.
<b>Construction</b> <i>Physical modification of real property</i>	\$1 - \$2,000	VIII.A.1.	Minimum of two written quotes/bids preferred. Maintained at least one year
	\$2,001 - \$25,000	VIII.A.1.	Minimum of two written quotes/bids required. Maintained at least one year
	\$25,001 - \$100,000	VIII.A.1.	Can follow bid process or direct negotiation. Must consider state's cooperative purchasing. Minimum of two written quotes/bids required. Maintained at least one year.
	\$100,001 and up	VIII.A.1.	Must consider state's cooperative purchasing. Request Board approval for public advertisement. Follow sealed bid procedures. Maintain at least ten years.
<b>Biddable Service</b> <i>Physical changes to personal property, maintenance of real or personal property, other non-technical services</i>	\$1 - \$5,000	VIII.A.2.	Minimum of two written quotes/bids preferred. Maintained at least one year
	\$5,001 - \$25,000	VIII.A.2.	Minimum of two written quotes/bids required. Maintained at least one year
	\$25,001 - \$100,000	VIII.A.2.	Can follow bid process or direct negotiation. Must consider state's cooperative purchasing. Minimum of two written quotes/bids required. Maintained at least one year.
	\$100,001 and up	VIII.A.2.	Must consider state's cooperative purchasing. Request Board approval for public advertisement. Follow sealed bid procedures. Contract shall be approved by the County Board and maintained in the originating department at least ten years.
<b>Professional Service</b> <i>A&amp;E services, professional and technical services that are intellectual in character</i>	\$1 - \$50,000	VIII.A.3	Consider all factors a reasonable purchaser would use in selecting the greatest value for cost
	\$50,001 and up	VIII.A.3	Consider all factors a reasonable purchaser would use in selecting the greatest value for cost. Contract shall be approved by the County Board and maintained in the originating department.

Additional Federal requirements apply regarding

-Competition

VIII.B.

-Contract language

VIII.D

-Suspension or Debarment

VIII.C.

-Analysis

VIII.E