

Purchasing Processes

(Dates are estimates and not guarantees to allow for procurement completion as well as delivery of requested goods or services.)

Request for Quotes (RFQ) for purchases between \$5,000 - \$50,000: Requisitions for procurement request that require a quote process must be submitted by June 2, 2017. Requires complete specifications and a suggested vendor list.

Request for Bids (RFB) for purchases over \$50,000: Requisitions for procurement requests that require a low bid process must be submitted by May 5, 2017. Requires specifications and a suggested vendor list.

Request for Proposal (RFP): Requisitions for procurement request that require a request for proposal process must be submitted by April 14, 2017. Requires draft RFP documents for review by Purchasing, committee chair participation, pre-arranged dates, timelines and suggested vendor list.

Sole Source Requests: Requisitions for a sole source procurement request must be submitted by May 12, 2017. Purchasing review and approval is required and may be subject to public posting requirements.

Thank you for your assistance in meeting these procurement timelines. **If requisitions are submitted after these dates, Purchasing will make every effort to complete the procurement process on a first in, first out basis. Deliveries or project completion may not be completed by June 30, 2017.** If you have questions concerning the year-end closing process, please call Purchasing at extension 1-7241.