

PURCHASING FLOWCHART

Specifications or Scope of Work are developed by department responsible for making the purchase

Goods, Non-Professional Services, or Construction Services

Engineer, Architect, Landscape Architect or Surveyor (Professional Services)

Professional Services (Excluding Engineer, Architect, Landscape Architect or Surveyor)

Under \$10,000 - Best Obtainable (Neither written nor oral quotes required)

**\$10,000 - \$60,000* - 3 Written Quotes (provide documentation to Finance Division) County Manager has signature authority

**Over \$60,000* - Request for Sealed Bids (RFB). Contact Procurement Officer / Award must be approved by County Commission

Under \$10,000 - Best Obtainable (Neither written nor oral quotes required)

**\$10,000 - \$60,000* - 3 Written Quotes (provide documentation to Finance Division) / County Manager has signature authority

**Over \$60,000* - Request for Proposals (Sealed Qualification – Based Proposals) Contact Procurement Officer / Award must be approved by County Commission

Under \$10,000 - Best Obtainable (Neither written nor oral quotes required)

**\$10,000 - \$60,000* - 3 Written Quotes (provide documentation to Finance Division) / County Manager has signature authority

**Over \$60,000* - Request for Sealed Proposals (RFP). Contact Procurement Officer / Award must be approved by County Commission

***Contact the Procurement Officer at the onset of these purchases.**

Other possible purchases:

Emergency Procurement, Sole Source Procurement, extension of terms and conditions to utilize Existing Contracts. Contact the Procurement Officer for more information regarding the procurement process and requirements for these purchases.