## PURCHASING FLOWCHART

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

Engineer, Architect, **Professional Services** Goods, Non-Landscape Architect Professional (Excluding Engineer, Architect, Landscape Services, or or Surveyor (Professional Construction Architect or Services Services) Surveyor) Under \$10,000 - Best Under \$10,000 - Best *Under \$10,000* - Best Obtainable (Neither Obtainable (Neither Obtainable (Neither written nor oral quotes written nor oral quotes written nor oral quotes required) required) required) \*\$10,000 - \$60,000 -\*\$10,000 - \$60,000 -\*\$10,000 - \$60,000 -**3** Written Quotes **3** Written Quotes **3** Written Quotes (provide documentation (provide documentation (provide documentation to Finance Division) to Finance Division) / to Finance Division) / County Manager has County Manager has County Manager has signature authority signature authority signature authority \*Over \$60,000 -\*Over \$60,000 -\*Over \$60,000 -**Request for Sealed** Request for Sealed Bids **Request for Proposals** Proposals (RFP). (Sealed Qualification -(RFB). Contact **Based Proposals**) Procurement Officer / **Contact Procurement** Award must be **Contact Procurement** Officer / Award must be approved by County Officer / Award must be approved by County Commission approved by County Commission 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.