

## SECTION 4: PROCUREMENT METHODS

The following are acceptable procurement methods involving the issuance of a purchase order:

- **Outright purchase (no competitive pricing)** – this method is used when a purchase order is being issued without competitive pricing being requested for goods/services up to \$50,000. Procurement may at their discretion obtain a minimum of three (3) informal quotes.
- **Informal Telephone Quote** – this method can be used when competitive pricing is desired for purchases up to formal level. Pricing is requested from vendors who are given the *exact same* information. Quotes may be received over the telephone, by fax, via e-mail or in person. The purchase is made from the lowest, responsive, responsible bidder.
- **Informal Written Quote** – this method can be used when competitive pricing is desired for purchases up to formal level. Written specifications for the purchase are prepared and sent/given to interested vendors. A minimum of three shall be contacted. Sealed quotes are received in Procurement on a given date at a specified time. Award is normally made to the lowest, responsive, responsible bidder.
- **Informal Proposals** – this method can be used when competitive pricing is desired for purchases up to formal level when detailed specifications cannot easily be written due to the nature of the goods/services requested. The scope of services is provided to interested vendors. A minimum of three vendors shall be contacted. Sealed proposals are received in Procurement on a given date at a specified time. Award is normally made based on the specified evaluation criteria included in the specifications.
- **Formal Quote** – (One or Two Step Process) this method is normally used for purchases anticipated to be of formal level and above when a detailed specification can be written for the purchase. Specifications are provided to interested vendors and quotes are received and opened by Procurement on a specified date at a given time. The quotes are reviewed for responsiveness and responsibility. A recommendation is then made to award the quote to the lowest responsive, responsible bidder meeting specifications. Award is made by the appropriate authorization level based on the dollar amount involved for the purchase.
- In a Two step process, the formal process is followed as detailed above, vendors are qualified in Step One of this process thru evaluation criteria; and only those vendors deemed to be qualified proceed to Step Two where pricing is then revealed for comparison (only the pricing of qualified vendors is exposed).

- **Formal Proposal** – (One or Two Step Process) this method is normally used for purchases anticipated to be of formal level and above when detailed specifications cannot be written or when no fixed criteria exist. The scope of services is provided to interested vendors and proposals are received and opened by Procurement on a given date at a specified time. Normally an evaluation committee will meet to evaluate the proposals based on the evaluation criteria contained in the specification package. A recommendation is then made to award the proposal to the proposer whose proposal is in the best interest of the County. Award is made by the appropriate authorization level based on the dollar amount involved for the purchase.
- In a Two step process, the formal process is followed as detailed above, vendors are qualified in Step One of this process thru evaluation criteria; and only those vendors deemed to be qualified proceed to Step Two where pricing is then revealed for comparison (only the pricing of qualified vendors is exposed).
- **Negotiation** – per Florida Statute (287.057, if less than two responsive bids or proposals for commodity or contractual services purchases are received; the department or division may negotiate a contract on the best terms and conditions. The department/division shall document the reasons that such action is in the best interest of the County in lieu of resoliciting competitive sealed bids or proposals.