

SECTION 8: INFORMAL PROCEDURES

8.0 Outright Purchases

- 8.0.1 Outright Purchase: when a purchase is made with no competitive pricing, it is considered an outright purchase. To process an outright purchase, once a vendor has been selected, a requisition is entered and processed, using the outright purchase procedure up to \$50,000.
- 8.0.2 Procurement will issue the PO following procedures outlined in this Manual.
- 8.0.3 Formal and Informal annual quote purchases shall include on the PO the quote number, board date (if applicable), and the terms of the contract.
- 8.0.4 Purchases made from state contracts and/or GSA schedules are recommended for use but are optional. The state contract number and the state contract commodity number (if applicable) along with the exempt date shall appear on the purchase order. The General Services Administration (GSA) schedule purchases shall have the GSA number along with the exempt date appearing on the PO.
EXCEPTION: For state contracts or GSA purchases over formal level, the purchase is still exempt from competitive quoting procedures; however it requires approval by the Board through the Agenda Item Summary process.

8.1 Informal Telephone Quotes

- 8.1.1 Items or services up to formal level may be acquired through informal telephone quotations.
- 8.1.2 Less than \$50,000 the user Department may use this process to procure goods and or services.
- 8.1.3 \$50,001 and up to \$100K, Procurement will handle the procurement of goods and or services. This requirement may be waived at the Procurement Director's discretion.
- 8.1.4 Such quotations may be obtained by phone, by fax, via e-mail or in person.
- 8.1.5 In soliciting informal telephone quotations, a minimum of three vendors must be contacted and a minimum of two responsive quotes must be received to call the process a quote. When obtaining informal telephone quotes, vendors must be given exactly the same information. Prices must not be disclosed from one vendor to another.

8.2 Informal Written Quotes

8.2.1 See Section 9 of this Manual.

8.3 Informal Proposals

8.3.1 See Section 9 of this Manual.

8.4 Purchase Award Procedure

8.4.1 After a vendor has been selected for a purchase:

- Procurement or the requesting department/division shall notify the selected vendor of the award of the purchase.
- When a contract is required or desired for the purchase, the contract procedure outline in this Manual should be followed.
- Procurement or the requesting department/division shall conclude the details of the purchase with the vendor and issue instructions pertaining to such.
- Procurement shall prepare a purchase order for the purchase.