Procurement Quick Reference Guide

	Most Preferred Method UCMarket	Business Procurement Card	Informal Solicitation	Formal Solicitation (Invitation for Bid)	Formal Solicitation (Request for Proposal) (RFP)	Sole Source/Single Feasible Source (Valid for up to 12 months	Grant Funded Procurement	
$ Amount	$1 and up	$1 - $1,000	$5,000-$24,999	$25,000 and up	$25,000 and up	$5,000 and up	N/A	
			*Provide support to department as needed	*Provide support as needed	1.Review specifications 2.Prepare informal solicitation (Request for Quote) 3.Obtain a minimum of three (3) quotes	1.Review specifications 2.Advertise and issue solicitation 3.Review responses received 4.Award will be based on meeting all specifications at lowest cost *To be used for goods and services	1.Review specifications 2.Establish an evaluation committee 3.Issue solicitation 4.Evaluate responses received 5.A Best and Final Offer negotiation may be requested *Award based on defined criteria, best value and consensus of evaluation committee	1.Create new requisition using s for known suppliers (include contact information) 4. Provide department contact, budget number and estimated cost) 5. Attach any applicable documentation 6. Contact Procurement to discuss