

Procurement Flow Chart

Materials/equipment without installation

If under \$100,000:

- Get 3 informal quotes
- [See Quote Template](#)
- Procurement Law: [252.0215](#)

If over \$100,000:

- Required Formal Bid
- [See Request for Bid Template](#)
- Procurement Law: [252.021](#)

Materials/equipment with installation

If under \$100,000:

- Get 3 informal quotes
- [See Quote Template](#)
- Procurement Law: [252.0215](#)

If over \$100,000:

- Required Formal Bid
 - Option 1: "Low Bid" [See Request for Bid Template](#)
 - Option 2: "Best Value" [See Request for Proposal Template](#)
- Procurement Law: [252.021](#)

Professional Services and Other Services

Professional Services exempt from competitive solicitation

- Procurement Law: [252.022](#) and [2254.002 \(2\)](#)

Note: Exempt Professional Services can still be formally solicited.

If solicited under \$100,000:

- Get 3 proposals from qualified professionals.

If solicited over \$100,000 and not listed under [2254.002 \(2\)](#):

- Formal Solicitation Process
- [See Request for Proposal Template](#)
- Procurement Law: [252.022](#)

If solicited over \$100,000 and listed under [2254.002 \(2\)](#):

- Formal Solicitation not required
- Request for Qualification to qualify professionals to create pool.
- [See Request for Qualification Template](#)
- Procurement Law: [252.022](#)

Construction Projects

Non-Public Work Contract

If under \$100,000:

- Get 3 informal quotes
- [See Quote Template](#)
- Procurement Law: [252.0215](#)

If over \$100,000:

- Required Formal Bid
- [See Request for Bid Template](#)
- Procurement Law: [252.021](#)

Public Work Contract

If under \$100,000:

- Get 3 informal quotes
- [See Quote Template](#)
- Procurement Law: [252.0215](#)

If over \$100,000:

- Required Formal Bid
- Option 1: "Low Bid"
 - [See Request for Bid Template](#)
 - Procurement Law: [252.021](#)
- Option 2: Alternate Bidding Method "Best Value"
 - [See Competitively Sealed Proposal Template](#)
 - Procurement Law: [2269.002](#)