Purchasing Basics

All Purchases are made by using one of the following:

- **P-Card**: Up to $1,000
- **My Florida Market Place (MFMP)**: Up to $35,000 (with exception to single sources)
- **Contractual Agreement**: Over $35,000

A purchasing method **must** be in place prior to ordering products or services.

**Processes**

- **State Term Contract**
  - Commodities and Services must be procured through a State Term Contract if available.
  - Specific State Term Contracts require additional quotes.

- **Discretionary Purchase**
  - **Up to $2,500**: shall be carried out using good purchasing practices which may include written quotations or written record of telephone quotes.
  - **Greater than $2,500 but less than $35,000**: requires at least two (2) written quotations or written record of telephone quotes that must be documented and attached to the purchase requisition in MFMP.

- **Formal Solicitations**
  - **Over $35,000**: an Invitation to Bid (ITB), Request for Proposals (RFP) or Intent to Negotiate (ITN) is to be issued by the Purchasing Office as a formal solicitation.
  - Program area must provide a Scope of Work (SOW) and/or product specifications.

- **Alternate Contract Source**
  - Commodities or Services available to the State via outside contract vehicle.
  - General Services Administration (GSA)
    - Several require additional quotes. Not all GSA Schedules are available to the state.

- **Other Governmental Entity**
  - Includes State Agencies, Universities, and Regional Councils.
  - Program area shall provide a SOW. The Purchasing Office will prepare Interagency Agreement.

- **Single Source**
  - **Up to $35,000**: Program area shall provide justification memo
    - Memo of justification should include a description of the efforts made to determine that the vendor is indeed a single source and why they are the only one that can provide the goods or services.
  - **Greater than $35,000**: Program area shall provide completed PUR7776 form for the Purchasing Office for processing.