

## Purchasing Basics

All Purchases are made by using one of the following; My Florida Market Place, P-Card or a Contract Agreement.

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

### Processes

- Informal Quotes
  - **Up to \$2,500:** obtain quote, an MBE if possible.
  - **Greater than \$2,500 but less than \$25,000:** requires two (2) quotes that must be documented and attached to the purchase requisition and attached to MFMP requisition.
- Formal Solicitations
  - **Over \$25,000:** an Invitation to Bid or Request for Proposals is to be issued by the Purchasing Office as a formal solicitation. Provide a Scope of Service and/or product specifications.
- State Term Contract
  - If products or Services you are requesting are on State Term Contract, you must use that contract. (A few require quotes from three (3) or more vendors.)
- Alternate Contract Source
  - (Some GSA, Other State Alternatives) – GSA requires three (3) quotes.
- Other Governmental Entity
  - (State Agencies, Universities, etc.) - Provide Scope of Services to Purchasing Office. The Purchasing Office will prepare an Interagency Agreement for the requested services.
- Sole Source
  - When **only one** vendor is available: Provide completed PUR7776 form to the Purchasing Office for processing.

**\*\* NOTE:** Memo of justification should include a description of the efforts made to determine that the vendor was indeed a sole source and why they are the only one that can provide the goods or services. \*\*