Common Methods of Procurement Flowchart

- **Procuring Supplies?**
  - Is procurement $500 or less?
    - Yes: Small Purchase – Must obtain a minimum of three (3) telephonic quotations.
    - No: Is procurement $500 to $25,000?
      - Yes: Small Purchase – Must obtain a minimum of three (3) positive written quotations from businesses solicited.
      - No: Is procurement $25,000 or more?
        - Yes: Competitive Sealed Bidding – Must issue an Invitation for Bid (IFB) or Multi-Step Bid, and it must be advertised.
          - Yes: The IFB or Multi-Step Bid must go through Attorney General (AG) review and sign-off on contract.
          - No: Is procurement $500,000 or more?
            - Yes: No further action required.
            - No: No further action required.
        - No: Is procurement $500,000 or more?
          - Yes: No further action required.
          - No: No further action required.

- **Procuring Services?**
  - Is procurement $500 or less?
    - Yes: Small Purchase – Must obtain a minimum of three (3) telephonic quotations.
    - No: Is procurement $500 to $25,000?
      - Yes: Small Purchase – Must obtain a minimum of three (3) positive written quotations from businesses solicited.
      - No: Is procurement $25,000 or more?
        - Yes: Competitive Sealed Bidding – Must issue a Request for Proposal (RFP), and it must be advertised.
          - Yes: The RFP must go through AG review and sign-off on contract.
          - No: Is procurement $500,000 or more?
            - Yes: No further action required.
            - No: No further action required.
        - No: Is procurement $500,000 or more?
          - Yes: No further action required.
          - No: No further action required.

- **Procuring Construction?**
  - Is procurement $500 or less?
    - Yes: Small Purchase – Must obtain a minimum of three (3) telephonic quotations.
    - No: Is procurement $500 to $100,000?
      - Yes: Small Purchase – Must obtain a minimum of three (3) positive written quotations from businesses solicited.
      - No: Is procurement $100,000 or more?
        - Yes: Competitive Sealed Bidding – Must issue an IFB, Multi-Step Bid or RFP, and it must be advertised.
          - Yes: The IFB, Multi-Step Bid, or RFP must go through AG review and sign-off on contract.
          - No: Is procurement $500,000 or more?
            - Yes: No further action required.
            - No: No further action required.
        - No: Is procurement $500,000 or more?
          - Yes: No further action required.
          - No: No further action required.