

Procurement Quick Reference Guide

Most Preferred

	Existing FSU Contract or SpearMart*	P-Card	Informal Solicitation	Formal Solicitation (ITB or ITN)	Sole Source
\$ Amount	any \$ amount	\$1 - \$2,500 or approved limit	\$25,000 - \$149,999 \$25,000+ require written quotes	\$150,000 and up.	\$150,000 and up.
Department Responsibility	Purchase through SpearMart Catalog or visit the following links: Shopping Guide or Contracts for available contracts	Consult P-Card Manual or Procurement Services as required for permitted vs. prohibited purchases	Enter supplier name as SUPPLIER NOT KNOWN on the SpearMart requisition and submit any price quote documentation Provide specs for goods or services	Enter supplier name as SUPPLIER NOT KNOWN on the SpearMart requisition and submit any price quote documentation Contact Procurement Services to discuss Provide specs for goods or services	Complete the Sole Source Section in 1 of the following in SpearMart: <ol style="list-style-type: none"> Non-Catalog Request - Sole Source (for products or services) Services Request - Fixed (paying supplier a fixed \$ amount) Services Request - Variable (paying supplier a rate [\$/hr or \$/day etc.]) Software Request (for any software)
Procurement Services Role and Responsibility	Provide support as needed including technical support, advice, identification of existing FSU contracts or Other Entity Contracts**	Provide support as needed including technical support, advice, identification of best value and possible suppliers, including suppliers that support university diversity efforts	Review specs Obtain Minimum of 3 quotes in collaboration with the requesting department Purchase \$25K+ requires written quotes May contact other sources, obtain other quotes or utilize Other Entity Contracts in addition to benchmarking against best in class peers**	Review specs <u>Invitation to Bid (ITB):</u> Obtain formal bids. Award based on meeting all specs at lowest cost. Used for standard off-the-shelf goods or services. <u>Invitation to Negotiate (ITN):</u> Obtain formal proposals. Lead negotiations with suppliers. No point scores or weights used. Awarded by defined criteria, best value to FSU, and consensus of committee	Validate/ Approve Sole Source Obtain written pricing or, if \$150K+, solicit formal solicitation based on findings For purchases \$150K and up, benchmark and obtain cost analysis documentation and posts award on website for 72 hours
Est. Time to Complete	0 to 2 days	0 to 2 days	3 days to 8 weeks	ITB: 14 to 30 days ITN: 60 to 180 days	2 days to 3 weeks

* Most Preferred Procurement Method

** Contracts entered into after a public and open competitive solicitation by any State of Florida agency or department, the Federal Government, other states, political subdivisions, cooperatives or consortia, or any independent college or university for the procurement of commodities and contractual services, when it is determined to be cost-effective and in the best interest of the University (Board of Governors Purchasing Regulation 18.001(1)(c))

Note: Life of contract/PO or repetitive purchases determines the dollar threshold for all types of solicitations