

# Procurement Quick Reference Guide

**Most Preferred**

	Existing FSU Contract or SpearMart*	P-Card	Informal Solicitation	Formal Solicitation (ITB or ITN)	Sole Source	Sponsored Research Exemption (SRE)
<b>\$ Amount</b>	any \$ amount	\$1 - \$2,500 or approved limit	\$2,500 - \$75,000 \$10,000+ require written quotes	\$75,000 and up.	\$75,000 and up.	\$75,000 and up. (grant funds)
<b>Department Responsibility</b>	Purchase through SpearMart or visit the following links: <a href="#">Shopping Guide</a> or <a href="#">Contracts</a> for available contracts	Consult <a href="#">P-Card Manual</a> 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"> <li><b>Non-Catalog Request - Sole Source</b> (for products or services)</li> <li><b>Services Request - Fixed</b> (paying supplier a fixed \$ amount)</li> <li><b>Services Request - Variable</b> (paying supplier a rate [\$ /hr or \$ /day etc.])</li> <li><b>Software Request</b> (for any software)</li> </ol>	Submit <a href="#">Sponsored Research Exemption</a> paperwork to the Office of Research for approval  If not approved, consult with Procurement Services for next steps
<b>Procurement Services Role and Responsibility</b>	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  <b>Purchase &gt; \$10K requires written quotes</b>  May contact other sources, obtain other quotes or utilize Other Entity Contracts**	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 \$75K+, solicit formal solicitation based on findings  For purchases \$75K and up obtain cost analysis documentation and posts award on website for 72 hours	If SRE approved, issue PO. and posts award on website for 72 hours  If no SRE approval, consult Department on other options
<b>Est. Time to Complete</b>	0 to 2 days	0 to 2 days	3 days to 3 weeks	ITB: 14 to 30 days ITN: 60 to 180 days	2 days to 3 weeks	2 days to 2 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