<table>
<thead>
<tr>
<th>$ Amount</th>
<th>Any $ amount</th>
<th>$1 - $2,500 or approved limit</th>
<th>$25,000 - $74,999</th>
<th>$25,000+ require written quotes</th>
<th>$75,000 and up.</th>
<th>$75,000 and up.</th>
</tr>
</thead>
</table>

**Department Responsibility**
- **Existing FSU Contract or SpearMart**: Purchase through SpearMart Catalog or visit the following links: [Shopping Guide](#) or [Contracts](#) for available contracts
- **P-Card**: Consult [P-Card Manual](#) or Procurement Services as required for permitted vs. prohibited purchases
- **Informal Solicitation**: Enter supplier name as SUPPLIER NOT KNOWN on the SpearMart requisition and submit any price quote documentation
- **Formal Solicitation (ITB or ITN)**: Enter supplier name as SUPPLIER NOT KNOWN on the SpearMart requisition and submit any price quote documentation
- **Sole Source**: Complete the Sole Source Section in 1 of the following in SpearMart:
  1. **Non-Catalog Request - Sole Source** (for products or services)
  2. **Services Request - Fixed** (paying supplier a fixed $ amount)
  3. **Services Request - Variable** (paying supplier a rate [$/hr or $/day etc.])
  4. **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**
- **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**
  - **Invitation to Bid (ITB)**: Obtain formal bids.
  - **Award based on meeting all specs at lowest cost. Used for standard off-the-shelf goods or services.**
  - **Invitation to Negotiate (ITN)**: 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, 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