Procurement Quick Reference Guide Most **Preferred Existing FSU Formal Solicitation** P-Card **Informal Solicitation Sole Source Contract or** (ITB or ITN) SpearMart* any \$ amount \$1 - \$2.500 \$10.000 - \$74.999 \$75,000 and up. \$75,000 and up. **\$ Amount** or approved limit \$10,000+ require written quotes Purchase through Consult P-Card Enter supplier name as Enter supplier name as SUPPLIER NOT Complete the Sole Source Section in 1 of the following in SpearMart: SpearMart Manual or SUPPLIER NOT KNOWN KNOWN on the SpearMart requisition and Catalog or visit the **Procurement Services** submit any price quote documentation on the SpearMart requisition following links: as required for and submit any price quote 1. Non-Catalog Request - Sole **Shopping Guide** Source (for products or permitted vs. documentation Contact Procurement Services to discuss or Contracts for prohibited purchases services) available contracts Provide specs for goods or services Services Request - Fixed Provide specs for goods or Department (paying supplier a fixed \$ services Responsibility amount) 3. Services Request - Variable (paying supplier a rate [\$/hr or \$/day etc.]) 4. Software Request (for any software) Provide support as Provide support as Review specs Review specs Validate/ Approve Sole Source needed including needed including technical support, technical support. Obtain Minimum of 3 quotes Invitation to Bid (ITB): Obtain written pricing or, if \$75K+. Obtain formal bids advice. identification of in collaboration with the solicit formal solicitation based on advice. identification of best value and requesting department findings existing FSU possible suppliers, Award based on meeting all specs at contracts or Other including suppliers that Purchase > \$10K requires lowest cost. Used for standard off-For purchases \$75K and up, **Procurement** Entity Contracts** support university written quotes the-shelf goods or services. benchmark and obtain cost analysis Services Role and diversity efforts documentation and posts award on Responsibility Invitation to Negotiate (ITN): Obtain website for 72 hours May contact other sources, obtain other quotes or formal proposals. Lead negotiations with utilize Other Entity suppliers. No point scores or weights Contracts in addition to used benchmarking against best in class peers** Awarded by defined criteria, best value to FSU, and consensus of committee Est. Time to 0 to 2 days 0 to 2 days 3 days to 8 weeks ITB: 14 to 30 days 2 days to 3 weeks ITN: 60 to 180 days Complete

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

^{*} 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))