

P 101 Procurement Methods and Approval Authority by Value
Attachment 1: Table of Procurement Authorities

	Category	Procurement Value	Procurement Methods	Authority	Approval Level	Comments
1	P-Card	up to & including \$1,000	P-Card (1 quote OK)	A-87 2.J; & P-Card Manual	Approving Official (AO) of Cardholder (CH)	
2	P-Card	from \$1,000 up to & including \$2,500	P-Card (min of 2 quotes)	A-87 2.J; & P-Card Manual	Approving Official (AO) of Cardholder (CH)	
3	P-Card	over \$2,500	P-Card (min of 3 quotes)	A-87 2.J; & P-Card Manual	Approving Official (AO) of Cardholder (CH)	High limit approval required.
4	P-Card - Public Works Maint. & Repair	up to \$5,000	P-Card (<\$1,000, 1 quote) (>\$1,000 to \$2,500, 2 quotes) (>\$2,500 to \$5,000, 3 quotes)	A-87 2.J; P-Card Manual, & PCC	Approving Official (AO) of Cardholder (CH); notificatin to DGS required.	PW/FM training and additional required documents. PCC may further limit value.
5	Informally Competed	up to & including \$250,000	Quick-Quote Request For Quote (RFQ)	Admin Code Article XXIII, Sec 401 b & 426; A-87 2.J	DPC	A-87 exempted from formal competition (RFB, RA) up to \$250,000 max total value. PCC further limits threshold for PW to 50,000 or less.
6	Formally Competed	Unlimited value	Request For Bid (RFB) Reverse Auction (RA)	Admin Code Article XXIII, Sec 401 b 4	DPC	responsive, responsible bidder.
7	Formally Competed - Public Works	\$50,000 and up	Request For Bid (RFB)	Admin Code Article XXIII, Sec 401 d; & PCC	Board of Supervisors via DCAO and Director DPC	PCC requires BOS authorize issuance of RFB; DPC executes contract.
8	Competitively Negotiated	under \$1,000,000	Request For Proposal (RFP)	Admin Code Article XXIII, Sec 401 b 3 b; A-87 1.B	DPC	DPC executes contract; award based on best value
9	Competitively Negotiated	\$1,000,000 and up	Request For Proposal (RFP)	Admin Code Article XXIII, Sec 401 b 3 b; A-87 1.B	DPC	Board authorizes issue of RFP; DPC executes resulting contract; award based on best value
10	Competitively Negotiated - Public Works	over \$2,500,000 and up	Request For Proposal (RFP) "Design Build"	Admin Code Article XXIII, Sec 401 b 3 b; A-87 1.B; & PCC	DPC	Board authorizes issue of RFP; DPC executes resulting contract; award based on best value

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11	A-87 Exception (sole/single source)	up to & including \$50,000 per fiscal year	Negotiated	A-87 para 1.D	DPC	DPC verifies Fair & Reasonable (F&R)
12	A-87 Exception (sole/single source)	from \$50,000 up to & including \$100,000 per fiscal year	Negotiated	A-87 para 1.D	DCAO via Director DPC	DPC verifies Fair & Reasonable (F&R)
13	A-87 Exception (sole/single source)	over \$100,000 per fiscal year	Negotiated	A-87 para 1.D	Board of Supervisors via DCAO and Director DPC	DPC verifies Fair & Reasonable (F&R)
14	OGA - "Piggyback"	Goods - unlimited value	Negotiated	Admin Code Article XXIII, Sec 401 b (4)	DPC	"Piggyback" contract competitively awarded by another government agency
15	A-87 Categorical Exemption	up to \$1,000,000 annual value	Negotiated	Admin Code Article XXIII, Sec 401b 3 a & b, 4; & A-87 para 2.	DPC	Includes piggyback, DVBE, educational services, COTS, maintenance, publications, and other exemptions.
16	Ratification	from \$25,000 up to & including \$50,000	Negotiated	Admin Code Article XXIII, Sec 402; A-87 para 1C, 1D, 1E	DPC	DPC verifies Fair & Reasonable (F&R)
17	Ratification	from \$50,000 up to & including \$100,000	Negotiated	Admin Code Article XXIII, Sec 402; A-87 para 1C, 1D, 1E	DCAO via Director DPC	DPC verifies Fair & Reasonable (F&R)
18	Ratification	over \$100,000	Negotiated	Admin Code Article XXIII, Sec 402; A-87 para 1C, 1D, 1E	Board of Supervisors via DCAO and Director DPC	DPC verifies Fair & Reasonable (F&R)

This resource is intended as a guide to assist with determining the applicable authority. Consult with the applicable references for exact authorities.

Funding sources may have additional requirements or limitations