

# Procurement Decision Tree

Written Code of Standards of Conduct for all staff involved in procurement

**Below the Small Purchase Threshold**  
(most restrictive – Federal or local)

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**Micro-purchase**  
(threshold  $\leq$ \$10,000)

**Informal**

**Formal**

Keep a log or file to document purchased item, price and vendor

Develop solicitation documents  
(includes: specifications, estimated quantities, terms, conditions & provisions)

Develop solicitation documents (IFB,RFP)(specifications, estimated quantities, terms/conditions/provisions)

Obtain & document quotes

Publicly publish solicitation

Evaluate & Award

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*Fixed price or cost-reimbursable contract*

Contract Performance Management Process during the entire length of the contract.