

# Procurement Decision Tree

Maintain integrity and transparency throughout the procurement process.

Is the purchase below or above the Simplified Acquisition Threshold?

Simplified Acquisition Threshold at the federal level is ≤\$350,000.  
Use local, if more restrictive.

Below

Above

## Informal Procurement Methods

## Formal Procurement Methods

**Micro-purchase**  
(Federal threshold ≤\$15,000 or local, if more restrictive)

Price must be reasonable based on research, experience, purchase history, or other information and documented

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

**Simplified Acquisition**  
(Federal threshold ≤\$350,000 or local, if more restrictive)

**Develop Solicitation Documents**  
specifications, estimated quantities, terms, conditions and provisions

**Obtain and Document Quotes**  
from an adequate number of qualified sources

**Evaluate and Award**  
fixed price contract or fixed price with economic adjustment

**Request for Proposals (RFP)**  
(Federal threshold >\$350,000 or local, if more restrictive)

**Develop Solicitation Documents**  
specifications, estimated quantities, terms, conditions and provisions, public notification, evaluation criteria with price being the primary factor

**Evaluate and Award**  
cost-reimbursable, cost plus fixed fee or fixed price contract

**Invitation for Bids (IFB)**  
(Federal threshold >\$350,000 or local, if more restrictive)

**Develop Solicitation Documents**  
specifications, estimated quantities, terms, conditions and provisions, public notification, public opening of bids responses

**Evaluate and Award**  
fixed price or fixed price with economic adjustment contract, based on market index



Contract performance management process during the entire length of the contract.

Written Code of Conduct for staff involved in procurement required for all methods (gift, conflict of interest, disciplinary action policies).