Procurement Process Flow
Determine Need for a Product or Service

1. Total Purchase Less than $4,999
   - Department: Use Pcard if allowable expense else Tigerbuy Requisition or Check Request
   - Department Solicits One Quote
   - Department Creates Purchase Requisition & Attach Quote / Sole Source Form
   - Complete Justification for Sole Source
   - Award to Lowest Bidder that Meets Specifications
   - Department Creates Purchase Requisition & Attaches Documents
   - Procurement Reviews & Processes Purchase

2. Total Purchase $5K to $9,999
   - Department Solicits Three Informal Quotes
   - Award Include Terms & Conditions Or Contract?
   - Department Provides Contract/Agreement Routing Form
   - Legal Office Negotiates w/Vendor for Final Agreement
   - Procurement Reviews & Processes Purchase

3. Total Purchase $10K to $49,999
   - Complete Justification for Sole Source
   - Award to Lowest Bidder that Meets Specifications
   - Department Creates Purchase Requisition & Attaches Documents
   - Procurement Reviews & Processes Purchase

4. Total Purchase Greater than $49,999
   - Purchase Qualify under one of the following?
     1. Coop Agreement
     2. State Contract
     3. GSA Contract
     4. TIRR/UT Contract
     5. Sole Source **
   - Department Solicits Three Formal Quotes
   - Dept. Creates Bid Supplier Purchase Requisition Attaches Signed Scope, Specs & RFP or RFQ Form
   - RFQ? YES
   - RFQ - Requests for Competitive Cost
   - Procurement Reviews & Issues Invitation to Bid
   - Low Bidder Awarded After Department Review & Approval
   - Evaluation Committee Selects Vendor based on Technical & Cost Scoring
   - Procurement Awards Contract/Purchase
   - Procurement Reviews & Processes Purchase

** Fiscal Review Committee approval required when all three conditions are met:
1) Purchase greater than $250,000
2) Sole source
3) Contract term greater than 1 year