

To best determine which method of procurement is suitable, classify your situation by checking off the appropriate boxes below. All elements must apply to use that method

<b>Micro Purchase</b>		
Amount < \$ 2,500	<input type="checkbox"/>	
Multiple Sources	<input type="checkbox"/>	
<b>Competitive Procurement</b>		
Amount > \$2,500	<input type="checkbox"/>	
Multiple Sources available	<input type="checkbox"/>	
<b>Sole Source</b>		
OEM or custom item	<input type="checkbox"/>	
Only one (1) source available	<input type="checkbox"/>	
<b>Sealed Bid (IFB)</b>		
<ul style="list-style-type: none"> <li>Complete &amp; adequate specs or purchase description</li> <li>Two or more responsible – bidders willing to compete</li> <li>Selection can be made on basis of price</li> <li>Procurement suitable for firm, fixed price</li> <li>No discussion with bidders needed after receipt of offers</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Competition is inadequate after public solicitation <input type="checkbox"/>  Emergency Procurement (subset of sole source)  There is a health & safety issue that prohibits delay <input type="checkbox"/>
<b>Competitive Proposals (RFP)</b>		
<ul style="list-style-type: none"> <li>Complete specifications not feasible</li> <li>Bidder input needed for specification</li> <li>Two or more responsible bidders willing to compete</li> <li>Discussion needed with bidders after receipts of proposals, prior to award</li> <li>Fixed price can be set after discussions</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Time and Materials Contract (subset of RFP)</b>		
<ul style="list-style-type: none"> <li>Fixed price cannot be set for work</li> <li>Complete extent of work unknown, whether time, or materials use, or both</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	
<b>Best Value</b>		
<ul style="list-style-type: none"> <li>Price and qualitative consideration</li> <li>Greatest Value to the Authority</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	