

## 2.4 Competitive Purchasing Requirements

Unless otherwise exempted by this Procurement Policy, the County will use a competitive process as defined below for purchases meeting the following criteria:

| Purchase Type                                | Informal Threshold             | Informal Method | Formal Threshold                | Formal Method | Required Contract Documents                    |
|----------------------------------------------|--------------------------------|-----------------|---------------------------------|---------------|------------------------------------------------|
| <b>Goods, Equipment, Supplies, Materials</b> | More than or equal to \$10,000 | 3 Quotes        | More than or equal to \$50,000  | ITB           | Purchase Order                                 |
| <b>Services</b>                              | Less than \$100,000            | N/A             | More than or equal to \$100,000 | RFP/RFQ       | Contract (if over \$10,000) and Purchase Order |
| <b>Subscriptions, Equipment Leases</b>       | Less than \$50,000             | N/A             | More than or equal to \$50,000  | RFP           | Contract (if over \$10,000) and Purchase Order |
| <b>Construction/ Public Works Projects</b>   | Less than \$100,000            | N/A             | More than or equal to \$100,000 | ITB/RFP/RFQ   | Contract and Purchase Order                    |

For purchases under the formal threshold amount, the Purchasing Agent may elect to use a competitive purchasing method, which may include an evaluation by the department to determine the best value for the County.