



PURCHASING DEPARTMENT

2.4 Informal Bid Solicitations

Purchase requests that total between \$5,000.01 and \$25,000 require the solicitation of at least three competitive quotes to satisfy the State's bidding rules. The Purchasing Office will work with the end using department to secure the requisite quotes and coordinate the informal bid process, which also includes having the quoting vendors complete the State's standardized Request for Quote (RFQ) document. The State requires the award to be made to the lowest responsive and responsible bidder meeting all specifications. Requests to award to other than the low bidder must be justified in a formal memo that will be reviewed by the Director of Materials Management. Please note that it is not permissible to divide requests into multiple, smaller requests with the intent of circumventing the State's bidding rules.

Please be aware that the State's bid threshold rules do not only apply to individual requests, but may also be applied to the aggregate spend with a single vendor for like items or services over the course of a fiscal year.

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