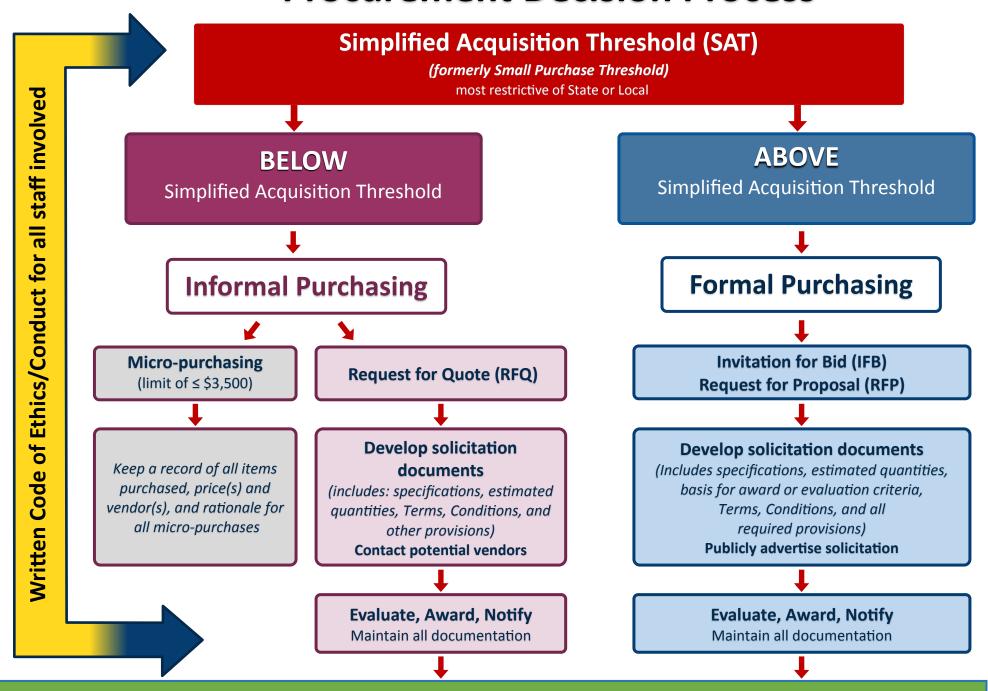
Procurement Decision Process



Contract Performance Management Process during the entire length of the contract

Procurement Decision Process (cont.)

Purchasing Methods for unique circumstances outside customary Informal and/or Formal Purchasing Methods

Sole Source

(non-competitive negotiation)

Determine and document whether Sole Source conditions apply

(Request for Information)

Obtain Prior State agency approval

Maintain all required documentation

(includes item/service name, cost, vendor, written justification for sole source approval; written approval from SA and BOE/BOD)

Seek BOE/BOD Approval; Award Contract

Emergency Procurement

(one-time unforeseen event)

Document Emergency

(document reason for the emergency and obtain prior approval)

Award Contract with Vendor

Maintain Documentation

(Including good/service required, cost, vendor, or whether piggybacking)

Contract Performance Management Process during the entire length of the contract