

**Farmingdale
State College**

Procurement Guide for the Acquisition of Goods and Services

Thresholds	Selection Criteria	Advertising Requirements	MWBE Goals	Method	Required Approvals
Up to 2,500	Purchaser is responsible in determining that selected vendor will supply item or service in a responsive manner. No other criteria required	None	None	P-Card	Department Head *Note: All technological purchases – hardware and/or software- need IT Approval
2,500.01-24,999 *Note: \$20,000 and up construction and construction related contracts must advertise in the New York State Contract Reporter.	Purchaser is responsible in determining that selected vendor will supply item or service in a responsive manner and within reasonableness of price or comparative quotations. Written documentation of at least three quotes required. All documentation is to be kept within the department initiating the purchase.	* Note: \$20,000 and up construction and construction related contracts must advertise in the New York State Contract Reporter.	Encouraged but not required.	On-line Requisitioning System	Requisition: Dept. Head/VP of Division Contract: <u>Specifications:</u> Dept. Head/VP of Division <u>Document:</u> CFO *Note: All technological purchases – hardware and/or software- need IT Approval
25,000-49,999	Purchaser is responsible in determining that selected vendor will supply item or service in a responsive manner and within reasonableness of price or comparative quotations. Written documentation of at least three quotes required. All documentation is to be kept within the department initiating the purchase.	None	Yes *At least one quote required from an MWBE vendor.	On-line Requisitioning system	Requisition: Dept. Head/VP of Division Contract: <u>Specifications:</u> Dept. Head/VP of Division <u>Document</u> – CFO *Note: All technological purchases – hardware and/or software- need IT Approval
\$50,000.01 - \$125,000	Minimum of 3 bids solicited by purchasing (only purchasing dept. can perform bidding). Purchasing can use discretion up to \$200,000 to award to a diversity supplier.	Yes	Yes	On-line Requisitioning System	Complete Procurement Pre-Approval Form
\$125,000.01- and up	Formal Bid required Purchasing will obtain the sealed bids.	Yes	Yes	On-line Requisitioning System	Completed Contract Approval Form

- Purchases through a **State Contract** or **New York State Preferred Source** typically do not require a bid, quote or solicitation requirements.
- Multiple purchases of similar non-contract items made by one dept. to the same vendor within twelve consecutive months beginning on the date of the first purchase are considered a **single purchase** and may need to be advertised and/or bid.
- Procurements spanning multiple years (e.g., software licenses, maintenance agreements, etc.), are considered in total, therefore, the above guidelines are applicable and are applied to the total cost of the contract.
- **SPLIT ORDERING** is **NOT** allowed. Do **NOT** divide your purchases to avoid competitive purchasing.
- IT Approval is required for all technological purchases- hardware/software, etc.