College of Eastern Idaho

Procurement Method Determination

Is there a current statewide contract for the commodity or service you need?
Contact Procurement or visit https://purchasing.idaho.gov/statewide-contracts/

What is the anticipated total dollar value of the procurement (including any optional renewals)? See instructions below:

Exceptions:
There may be exceptions to the procurement guidelines. If you feel you have an exception, please contact the Procurement Department, e.g., for sole-source, standardization, State, or negotiated contracts.

Below $2,000

A P-card or purchase order and (1) quote is required.
Note: A purchase order is required when the vendor is established in Self-Service (Colleague).

$2,000 to $4,999

A purchase order and one (1) quote is required. Purchases should be made using best business practices and judgment.

$5,000 to $9,999

Procurement solicitations are not required. A purchase order is required along with three (3) competitive quotes obtained by the department.

$10,000 - $250,000

The department is required to coordinate with the Procurement Department to determine the appropriate purchasing process.
The process may be:

- State Contract
- Negotiated Contract
- Sole Source Purchase
- Classroom Standardization
- Request for Quote (RFQ)
- Request for Proposals (RFP)
- Request for Qualifications (RFQu)
- Invitation to Bid (Bid)

Purchases that exceed $250,000

The department is required to coordinate with the Procurement Department to complete the formal solicitation process.
The solicitation process may be completed using any of the procedures listed in the $10,000 to $250,000 section.

Procurement Timeline:
State contracts, negotiated contracts, sole source, RFQ procurement solicitations may take up to 4 weeks to complete.
RFP, RFQu, and Bids may take up to four (4) months to complete.

Grant Purchases:
Grant purchases may be subject to Federal guidelines, which are more stringent. Consult with the Director of Grants.