



Procurement Services
 1 Courthouse Square, Suite 2300
 Kissimmee, FL 34741
 Phone: (407) 742-0900

Procurement Authority Thresholds and Guidelines
 Effective Date:

Procurement Dollar Threshold	Commitment Type(s)	Method of Solicitation	Estimated Lead Time Guidelines	* Commitment Signed/Approved by:	Additional Conditions/ Guidelines
\$0.01 to \$1,000	P-Card /Purchase Order	<u>Informal process</u> - one verbal quote	Varies	Division/Office	For P-Card Transactions - receipts required and monthly reconciliation - see P Card Procedures. Purchase Orders - attach price quote / proposal to Requisition (PR) in Financial System. Procurement Reviews and processes PO.
\$1,000.01 to \$10,000	Purchase Order	<u>Informal process</u> - Dept. obtains at least 1 written quote	3 - 14 days	Procurement Services Director	<u>Purchase Orders</u> - Attach price quote/proposal to Requisition (PR) in Financial System . Transactions/purchases made to a single vendor that are not the result of a informal/formal procurement process are limited to a maximum \$10,000 in combined expenditures, <u>per department, per vendor, per fiscal year</u> . Countywide expenditures under this category shall not exceed \$20,000 per vendor, per fiscal year, combined for all departments. Procurement will solicit for product/service in excess of these limitations.
\$10,000.01 to \$100,000	Purchase Order and possibly Contract	<u>Informal Solicitation</u> - issued by Procurement through VendorLink	14 - 45 days	up to \$25,000 - Procurement Services Director, up to \$50,000 - Deputy County Manager or Asst. County Manager	Dept. enters Solicitation Request in Project Request System with scope of services or description of goods, budget/account number. Procurement issues RFQ through VendorLink with an advertised period of at least 2 weeks. Agreements (including renewals and amendments) or POs resulting from an RFQ issued at this level should not exceed a cumulative amount of \$100,000.
\$100,000.01 to \$150,000	County Manager Approval Form, Purchase Order, possibly Contract	<u>Formal Solicitation</u> issued by Procurement through VendorLink	60 -100 days; 120 + days for complex solicitations	up to \$75,000 - Chief Operating Officer, up to \$150,000 - County Manager / Designee in Absence	Dept. enters Solicitation Request in the Project Request System with scope of services or description of goods and or services requested, and a budget amount /account number. Requires formal solicitation process including public advertising period of typically 30 days and public bid or proposal opening. May require Evaluation Committee meeting(s) and presentations.
\$150,000.01 or more	Board Approval, Purchase Order, probably Contract	<u>Formal Solicitation</u> issued by Procurement through VendorLink	60 – 120 days; 120 + days for complex solicitations	BOCC Approval / Chair/Vice-Chair signature	Dept. enters Solicitation Request in Project Request System with the scope of work or description of goods/services and budget / account number. Requires formal solicitation process including public advertising period submittal of sealed bids/proposals and public bid or proposal opening. Possibly Pre-Bid/Pre-Proposal meeting. May require Evaluation Committee meeting(s) and presentations. Will likely require a Contract and may require Legal review. Must be approved by BOCC.

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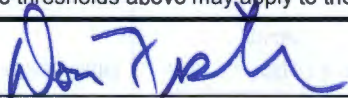
* NOTE: The Chief Operating Officer has authority for all thresholds less than \$75,000.

* NOTE: The County Manager has authority for all thresholds less than \$150,000, with delegated approval authority identified above.

Additional Guidelines

1. Non-County agreements will require legal review which may take a week or more.
2. Depending on the goods or services purchased, one or more Certificate(s) of Insurance may be required.
3. Lead time guidelines are estimates only, individual solicitations may require additional or modified procedures.
4. Procurement may change the solicitation method when in the best interest of the County.
5. Procurement may consolidate multiple requests for the same or similar products/services to achieve cost savings through volume purchasing.
6. Department Administrator/Director refers to the highest authority in a Division. (i.e.: Any dept in Public Works = Public Works Director, Any dept in Community Development = Community Development Administrator, etc)
7. Departments shall maintain adequate record of their procurement activities at all times.
8. Departments shall attach agreements, amendments, task authorizations, quotes applicable to their requisitions.
9. The Deputy and Assistant County Managers' approval authority is for Departments/Offices that do not directly report to them unless they are acting in the capacity of the County Manager/Chief Operating Officer due to absence.
10. Exceptions to the thresholds above may apply to the Employee Appreciation Committee and at the County Manager's discretion.

Approved by:


Donald S. Fisher, County Manager

9/26/23

Date