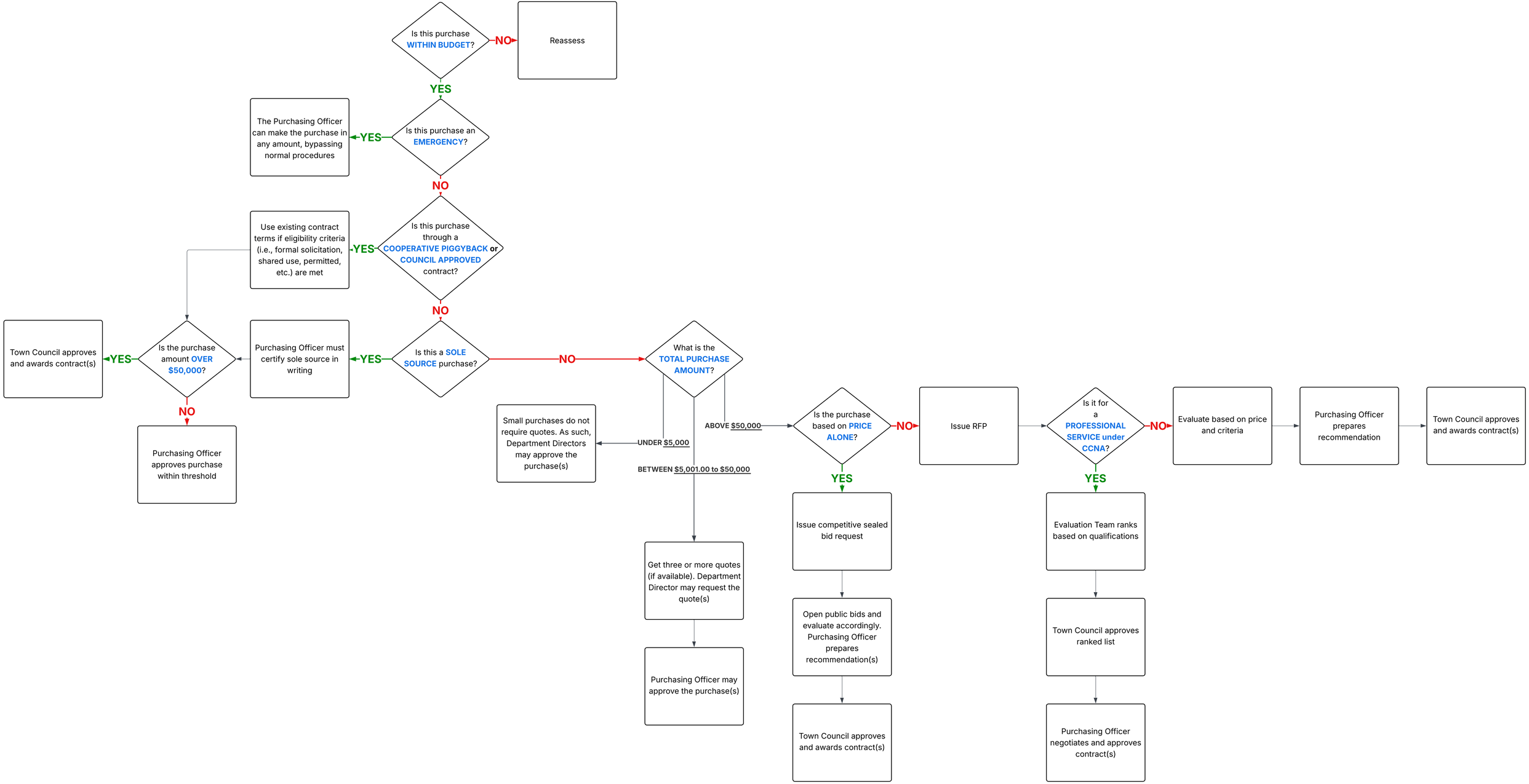
Is this purchase WITHIN BUDGET?
NO
Reassess
YES
Is this purchase an EMERGENCY?
YES
The Purchasing Officer can make the purchase in any amount, bypassing normal procedures
NO
Is this purchase through a COOPERATIVE PIGGYBACK or COUNCIL APPROVED contract?
YES
Use existing contract terms if eligibility criteria (i.e., formal solicitation, shared use, permitted, etc.) are met
NO
Is this a SOLE SOURCE purchase?
YES
Purchasing Officer must certify sole source in writing
Is the purchase amount OVER $50,000?
YES
Town Council approves and awards contract(s)
NO
Purchasing Officer approves purchase within threshold
NO
What is the TOTAL PURCHASE AMOUNT?
UNDER $5,000
Small purchases do not require quotes. As such, Department Directors may approve the purchase(s)
BETWEEN $5,001.00 to $50,000
Get three or more quotes (if available). Department Director may request the quote(s)
Purchasing Officer may approve the purchase(s)
ABOVE $50,000
Is the purchase based on PRICE ALONE?
YES
Issue competitive sealed bid request
Open public bids and evaluate accordingly. Purchasing Officer prepares recommendation(s)
Town Council approves and awards contract(s)
NO
Issue RFP
Is it for a PROFESSIONAL SERVICE under CCNA?
YES
Evaluation Team ranks based on qualifications
Town Council approves ranked list
Purchasing Officer negotiates and approves contract(s)
NO
Evaluate based on price and criteria
Purchasing Officer prepares recommendation
Town Council approves and awards contract(s)