



San Juan County Purchasing Policy

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San Juan County Purchasing Policy

The underlying purposes of this policy are:

1. To ensure fair and equitable treatment of all persons who wish to, or do conduct business with San Juan County.
2. To provide for the greatest possible economy in the County's procurement activities.
3. To foster effective broad-based competition within the free enterprise system to ensure that the County will receive the best possible services or products at the lowest possible price and/or the most responsive price based on quality of workmanship and performance.
4. It is the intention of San Juan County to get the best value on purchases. The lowest price provider does not always constitute the best value to San Juan County. When purchasing equipment or services, considerations should include product quality, product support, service provider experience, maintenance fees, renewal fees, and end-user application of the purchase. In instances in which the low quote is not selected, the Department must provide written justification for not selecting the lowest quote and include this written justification with the purchasing record.

Compliance – Exemptions from this policy:

5. This policy shall not prevent the County from complying with the terms and conditions of any grant, gift or bequest that is otherwise consistent with law.
6. When procurement involves the expenditure of Federal and/or State funds the County shall comply with all applicable Federal and/or State laws and regulations.

A. Definitions

1. **Alternate Procurement Method:** A procurement method authorized by Utah Code and this Policy other than competitive sealed bidding, including (as applicable) competitive sealed proposals, sole source procurement, emergency procurement, and other allowable methods.
2. **Best Value:** The basis for awarding a contract to an offeror that optimizes quality, cost, and efficiency among responsive and responsible offerors, based on objective and quantifiable evaluation criteria where possible.
3. **Blanket Purchase Order:** A purchase order authorizing multiple purchases and/or deliveries over a defined period of time, often used when there is a recurring need for goods and predetermined pricing.
4. **Board:** The San Juan County Board of Commissioners.
5. **Business:** Any corporation, partnership, individual, sole proprietorship, joint stock company,

joint venture, vendor, contractor, or other private legal entity.

6. **Contract:** A written document establishing legally binding obligations between the County and another party, regardless of label (e.g., “contract,” “agreement,” “memorandum,” “letter of understanding,” “grant application,” “donation form,” etc.). All County contracts shall be reviewed and approved as to form and content by the San Juan County Attorney’s Office before execution.
7. **Emergency Purchases / Emergency Expenditures:** Procurements necessary to respond to a declared or actual emergency, including circumstances where the governing body determines a natural disaster or fiscal emergency exists and expenditures are reasonably necessary to respond under **Utah Code Title 17, Chapter 63** (Uniform Fiscal Procedures Act for Counties), including emergency expenditure authority. (See **Utah Code § 17-63-404.**)
8. **Encumbrance:** A reservation of budget authority to ensure no expenditure is made unless sufficient unencumbered appropriation and available funds exist, except in cases of emergency as permitted by law. County fiscal controls and budgetary requirements are governed by **Utah Code Title 17, Chapter 63**, including encumbrance/budget controls. (See **Utah Code § 17-63-501.**)
9. **Equipment:** Tangible property (other than land and buildings) used in the operation of a department.
10. **Invoice:** A vendor billing document showing the amount due and terms of payment for supplies delivered or services rendered.
11. **Professional Services:** Services involving specialized expertise, professional judgment, and/or a high degree of creativity, where selection may be based on qualifications (including education/training, experience, demonstrated effectiveness, judgment, and integrity) and not solely on lowest price.
12. **Public Works Projects / Construction:** Works constructed for public use, protection, or enjoyment, ordinarily of a fixed nature, including buildings, roads, bridges, waterworks, paving, and repairs, involving labor and/or materials and labor.
13. **Quote:** A stated price from a vendor for goods, services, or equipment. Quotes may be obtained by phone, email, fax, mail, or printed pricing from vendor websites, provided the documentation is retained in the purchase file.
14. **Request for Proposals (RFP):** A formal competitive solicitation where offerors propose solutions and pricing to meet a defined County need, and award may be based on best value criteria.
15. **Request for Information (RFI):** A process used to collect information from vendors to help define needs, specifications, or procurement strategy. An RFI is not a request for pricing and does not result in award.
16. **Request for Quotes (RFQ – Quotes):** An informal competitive process to obtain pricing for

goods or services without formal advertising or sealed bids, generally used for small purchases and permitted procurements consistent with Utah Code and this Policy.

17. **Requisition:** A request submitted to the Purchasing Agent to initiate the purchase of goods or services.
18. **Sole Source Purchase:** A procurement method allowing purchase from a single source only when the requirement is reasonably available from only one supplier and the sole source justification is documented and approved in accordance with this Policy and Utah Code.
19. **Specifications:** A clear written description of required goods and/or services, including physical/functional characteristics, performance requirements, and other requirements necessary for evaluation and procurement.
20. **State Contract / Cooperative Contract:** A contract established by the State of Utah or another authorized public procurement unit that the County is permitted to use under Utah Code and contract terms.
21. **Vendor:** A supplier of goods or services to San Juan County.

B. Ethics

Purpose: To avoid direct conflicts and the appearance of impropriety in the purchasing and procurement of goods and services for San Juan County. Questions regarding this section should be directed to the San Juan County Attorney's Office.

1. **Compliance with Ethics Law.** San Juan County elected officials, employees, and agents shall procure goods, equipment, and services in accordance with applicable federal, state, and local law, including the **Utah Public Officers' and Employees' Ethics Act (Utah Code Title 67, Chapter 16)**.
2. **Conflicts and Recusal.** County officials, employees, and agents shall recuse themselves and shall not participate in selecting, awarding, or administering a procurement when they knew or should have known that any of the following has a financial or other interest in a prospective vendor/contractor:
 - a. The official, employee, or agent;
 - b. Any member of the individual's immediate family;
 - c. The individual's partner or significant other; or
 - d. Any organization employing any of the above, or where any of the above has an arrangement concerning prospective employment, an independent contractor relationship, or similar arrangement.
3. **No Personal Benefit.** No personal benefit shall be incurred by any individual as a result of purchases made using County funds, regardless of funding source.
4. **Gifts and Gratuities.** County officials, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from vendors, potential vendors, or parties involved in any County procurement. County Personnel Policy professional conduct

standards shall be followed.

5. **Duty of Care.** County officials, employees, and agents shall exercise appropriate duty of care in procurement activities, including obtaining and reviewing adequate documentation to promote the best interests of San Juan County.
6. **No Dividing Purchases.** No purchase shall be intentionally or knowingly split, divided, phased, or otherwise arranged into two or more smaller procurements for the purpose of avoiding competition requirements, approval requirements, contract requirements, or any threshold in this Policy or Utah law. Violations may be subject to administrative and criminal penalties under applicable Utah Code, including provisions addressing dividing a procurement.
7. **Cost-Plus Percentage Prohibited.** Cost-plus-a-percentage-of-cost contracts are prohibited. Other contract types may be used when in the County's best interest, consistent with Utah Code and this Policy. A cost-reimbursement contract may be used only when a written determination is made that it is likely to be less costly than other contract types or it is impracticable to obtain the required supplies, services, or construction except under such a contract.

C. Purchasing Agent Authority and Duties

AUTHORITY:

Except as otherwise provided herein, the Purchasing Agent shall serve as the principal purchasing official for San Juan County. The Purchasing Agent is authorized to enforce and review of this Policy.

DUTIES:

In accordance with this Policy, the Purchasing Agent or his/her designee shall:

7. Periodically review this policy and recommend changes to be approved by the San Juan County Board of Commissioners;
8. Review and confirm that goods and services are purchased in accordance with this policy;
9. Maintain all supporting documentation (e.g. requisitions, quotes, RFPs and proposals, RFIs and responses, sole source requests, notices, correspondence);
10. Open and record RFP responses and detail the history of procurement, rationale for method of procurement, selection of contract type, selection or rejection, and the basis for price;

11. Work with the respective Department Director(s) to review approval of a bid if the cost of a good or service is expected to exceed the bid limit;
12. Work with the respective Department Director(s) to determine whether it is advantageous to bid any purchase contracts less than the statutory limits;
13. Review forms for completeness and approve or deny the request, thereby converting the requisition to a purchase order;
14. Oversee the P-Card program, including issuing cards, suspending cards, and closing cards when employees terminate;
15. Determine when open vendor accounts may be necessary and in the best interest of San Juan County, and establish terms and conditions of use for such accounts (including Sam's Club, Costco, Amazon, etc....); and
16. Oversee capital equipment purchases.

D. Department Directors or Supervisor's Responsibilities

DUTIES:

It is the responsibility of the Department Directors or Supervisors to:

17. Identify the purchases to be made by his or her department in a fiscal year, thereby constituting the annual departmental budget, pursuant to this policy and the Uniform Fiscal Procedures Act for Counties (U.C.A. 1736).
18. Determine whether it is advantageous to San Juan County to bid any contract less than what is stated in this policy;
19. Be responsible for compliance with this policy and procedure by employees within the department and delegate tasks pursuant to purchasing procedures;
20. Submit annual "Conflicts Disclosure Statements" to the San Juan County Clerk/Auditor;
21. Ensure that San Juan County does not incur sales tax charges on exempt purchases by providing vendors documentation of tax exempt status, a TC721G Exemption Certificate for Governments and Schools;
22. Maintain oversight to ensure that contracted vendors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders and inform the Purchasing Agent of any material breach of such;
23. Contact the Purchasing Agent to initiate a purchase of capital items after the annual adopted budget has passed by resolution of the San Juan County Board of Commissioners;
24. Ensure expenditures are appropriately budgeted and submit Budget Amendment Form when necessary;
25. Determine the amount of a blanket purchase order and the length of time it will remain in effect (all purchase orders expire at the end of the calendar year);

26. Order from Vendors preapproved by the Purchasing Agent or submit a request to add new vendor to County Polaris system with appropriate back-up documentation including a copy of vendors insurance and a current and valid W-9); and
27. Approve or deny all designated invoices for payment, with the exception of self-reimbursement, which must be approved by another authorized individual in the department.

E. General Provisions

1. **Purchasing Agent Designated.** ~~The Chief Administrative Officer~~ is hereby appointed and designated as the San Juan County Purchasing Agent. The Purchasing Agent may designate qualified personnel to perform all or part of the Purchasing Agent's duties under this Policy.
2. **Authority to Enter into and Execute Contracts.** All contracts shall be approved by the San Juan County Board of Commissioners unless specifically delegated by the Board or authorized by applicable law. No department, office, board, or employee is authorized to execute a contract, agreement, or purchase order except as provided in this Policy, Board action, or applicable law. Contracts executed in violation of this section may be void and may result in personal liability for persons responsible.
3. **Competitive Procurement.** Unless exempted by Utah law or this Policy, procurements shall be conducted on a competitive basis using the appropriate method (quotes, invitation for bids, request for proposals, etc.), with documentation retained in the procurement file.
4. **Use of State and Cooperative Contracts.** Pursuant to Utah procurement law, the County may purchase from state contracts or cooperative contracts (including public procurement unit agreements) where authorized, without soliciting additional procurement options, provided the purchase is within the scope and terms of the contract and is properly documented.
5. **Sales Tax Exemption.** County purchases are generally exempt from sales tax. Departments shall provide appropriate documentation to vendors when required (e.g., TC-721G).
6. **Grant/Federal/State Requirements.** When procurement involves the expenditure of grant, state, or federal funds, the County shall comply with the applicable requirements in addition to this Policy. Where requirements conflict, the more restrictive requirement shall apply.

F. Authorization Requirements for Purchases

General Rule: Purchases shall be made only when budgeted and with appropriate approvals. The method of procurement and required documentation depend on (a) the total anticipated cost, (b) whether the procurement is one-time or ongoing, and (c) the type of purchase (goods, services, construction/public works).

1. **Purchases up to \$5,000**
 - o May be approved by the Department Head, provided the purchase is budgeted and within the department's authorized purpose.

- o **No quotes required** at this level, but documentation (vendor, item/service description, date, amount, and business purpose) shall be retained.
 - o This level **shall not be used** to establish or continue **ongoing services** or recurring purchases in a manner that avoids the thresholds and competition requirements in this Policy.
2. **Purchases over \$5,000 and up to \$10,000**
- o Requires a **Purchase Order** approved by the Department Director and the Purchasing Agent **before** initiating the purchase.
 - o The requisition/purchase description must clearly describe what is being purchased and why (part numbers alone are not sufficient).
 - o Requires a minimum of **two (2) competitive quotes** unless a documented exception applies or State Approved Vendor (e.g., sole source or emergency as provided in this Policy).
 - o Award shall generally be made to the lowest quote meeting specifications unless a higher-priced quote provides better value (quality, lifecycle costs, support, etc.). If not selecting the lowest quote, written justification shall be included in the purchase file.
 - o Contracts at this limit may be executed by the Purchasing Agent when a written contract is required and when delegated/authorized by the Board or applicable law.
3. **Purchases over \$10,000 and up to \$15,000**
- o Requires a **Purchase Order** approved by the Department Director and the Purchasing Agent **before** initiating the purchase.
 - o Requires a minimum of **three (3) written quotes** from three different vendors unless a documented exception applies or the Purchasing Agent grants a written waiver after showing of diligent effort.
 - o All quotes (and any waiver/exception documentation) shall be retained electronically as part of the purchasing record.
 - o **Services** in this range typically require a **County-approved written contract**. Contracts shall be executed by the Board unless delegated/authorized.
4. **Purchases over \$15,000 and up to \$50,000**
- o Requires a **written contract** and **Board approval in an open meeting**, unless delegated/authorized by the Board or applicable law.
 - o The Purchasing Agent shall determine and document the appropriate competitive method (quotes where allowed, Invitation for Bids, or RFP).
 - o **Ongoing services** in this range shall be competitively procured using an appropriate formal process with public notice as required by the solicitation method and County practice.
5. **Purchases over \$50,000**
- o Requires formal competitive procurement and **Board approval in an open meeting**, unless an exception applies (emergency/sole source) and is properly documented.
 - o Requirements by type:
 - a. **Goods/Equipment/Services over \$50,000:** RFP or Invitation for Bids as determined by the Purchasing Agent, and a County-approved contract.
 - b. **Building Improvements over \$50,000:** Formal solicitation (RFP/IFB as

appropriate) and County-approved contract.

c. **Road/Public Works Projects:** Procured using the appropriate construction/public works method as determined by the Purchasing Agent and County counsel, consistent with this Policy and applicable law, with required documentation, bonding/security where applicable, and a County-approved contract.

6. Avoidance Prohibited

- o Purchases shall not be divided into smaller purchases to evade approval, competition, documentation, or contract requirements. See Ethics section.

7. Sole Source Procurement

- o Sole source procurement may be used only when a requirement is reasonably available from a single supplier.
- o A requirement for a particular proprietary item does not justify sole source if more than one potential vendor can provide the item.
- o Sole source requests must be submitted in writing to the Purchasing Agent with a clear explanation of why no other source is suitable, the expected duration of the sole source determination, and sufficient documentation to support the determination.
- o In cases of reasonable doubt, competition should be solicited.

G. Request for Proposal, Invitation for Bids, and Related Competitive Processes

(RFP / IFB / RFI / Quotes)

1. Competitive Procurement – General

Unless otherwise exempted by Utah law or this Policy, procurements exceeding small purchase thresholds shall be conducted using a competitive process appropriate to the type and complexity of the purchase.

The Purchasing Agent shall determine the appropriate method, including:

- Invitation for Bids (IFB) – Competitive Sealed Bidding
- Request for Proposals (RFP) – Competitive Sealed Proposals
- Request for Information (RFI) – Informational only
- Quotes (informal competition within thresholds)
- Sole Source or Emergency Procurement (when properly documented)

All competitive procurements shall be documented in the procurement file.

2. Invitation for Bids (IFB) – Competitive Sealed Bidding

A. When Used

The IFB process is used when:

- Specifications are clear and complete;
- Award can be based primarily on price; and
- Discussions are not necessary.

Competitive sealed bidding is typically required for higher-value procurements where price is the primary factor.

B. Content of the Invitation for Bids

The IFB shall include:

1. Instructions to bidders (submission deadline, location, format requirements)
2. Clear specifications or scope of work

3. Evaluation criteria (lowest responsive and responsible bidder)
4. Contract terms and conditions
5. Bonding or security requirements, if applicable
6. Requirement to acknowledge amendments

Documents may be incorporated by reference if access is clearly stated.

C. Public Notice

For procurements requiring formal competitive bidding:

Public notice shall be provided in a manner reasonably designed to promote competition, which may include:

- Posting on the County website
- Posting through the Utah Public Procurement Place (U3P) or other approved electronic procurement system
- Publication in a newspaper of general or local circulation when appropriate
- Direct notification to known vendors

The Purchasing Agent shall determine the appropriate notice method based on the size and nature of the procurement.

D. Bidding Time

A minimum of **10 calendar days** shall generally be provided between issuance of the IFB and bid opening unless a shorter time is justified in writing by the Purchasing Agent due to urgency or special circumstances.

E. Receipt and Opening of Bids

- Bids shall be time-stamped upon receipt.
- Bids shall be securely maintained until opening.
- Bids shall be opened publicly at the time and place stated in the IFB.
- The names of bidders and bid amounts shall be read aloud or otherwise made publicly available.
- Procurement records shall be retained in accordance with County record retention requirements.

F. Evaluation and Award

1. Award shall be made to the **lowest responsive and responsible bidder** meeting all material requirements of the IFB.
2. Responsibility may include:
 - o Financial capability
 - o Past performance
 - o Compliance history
 - o Ability to meet delivery or performance requirements
3. If only one bid is received, award may be made if:
 - o The price is determined to be fair and reasonable; and
 - o Adequate competition was reasonably solicited.
4. The Purchasing Agent shall document the basis for award in the procurement file.

G. Cancellation or Rejection

The County may cancel a solicitation or reject any or all bids when in the best interest of the County. The reason shall be documented in the procurement file.

3. Request for Proposals (RFP) – Competitive Sealed Proposals

A. When Used

The RFP process is used when:

- Factors other than price are important;
- Technical approach, qualifications, or experience must be evaluated; or
- Discussions may be necessary.

Award shall be based on **best value**, considering all evaluation criteria stated in the RFP.

B. Content of the RFP

The RFP shall include:

1. Scope of work or project description
2. Proposal submission instructions
3. Evaluation factors and relative importance
4. Contract terms and conditions
5. Deadline and submission requirements

Only evaluation criteria stated in the RFP may be used in scoring proposals.

C. Evaluation Committee

1. The Purchasing Agent shall appoint a selection committee.
2. Committee members shall:
 - o Have relevant subject matter knowledge;
 - o Have no conflicts of interest;
 - o Independently evaluate proposals prior to group discussion.
3. Each member shall score proposals using the established evaluation criteria.
4. Scores shall be documented and retained in the procurement file.

Committee members shall not communicate with offerors outside the formal process.

D. Oral Presentations (Optional)

If oral presentations are conducted:

1. All invited offerors shall be given equal opportunity and time.
2. Oral presentations may clarify but may not materially alter the original proposal.
3. No offeror shall receive information about another offeror's proposal.

E. Discussions and Best and Final Offers

If permitted in the RFP, the County may conduct discussions with one or more offerors to clarify proposals or request best and final offers, provided:

- All offerors are treated fairly;
- No proprietary information is disclosed;
- Documentation is retained in the file.

F. Award

1. The evaluation committee shall make a recommendation to the Board of County Commissioners.
2. The Board may:
 - o Award to the highest ranked offeror;
 - o Reject all proposals; or
 - o Authorize limited negotiations consistent with the scope of the RFP.
3. A written Notice of Award shall document the basis for selection.

Contracts shall not be effective until approved and executed as required by this Policy.

4. Request for Information (RFI)

An RFI may be issued to gather information about vendor capabilities, pricing structures, or industry standards prior to issuing a formal solicitation.

An RFI:

- Is not a request for pricing;
- Does not result in award;
- Does not obligate the County.

Information gathered through an RFI may be used to develop specifications or scope of work.

5. Sole Source Procurement

Sole source procurement may be used only when:

- The requirement is reasonably available from only one supplier; and
- The determination is documented in writing and approved by the Purchasing Agent.

The written justification shall include:

- Description of the good/service;
- Explanation of uniqueness;
- Efforts made to identify alternative sources;
- Duration of sole source determination.

Where reasonable doubt exists, competition shall be solicited.

6. Emergency Procurement

Emergency procurement may be used when immediate action is required to:

- Protect public health or safety;
- Prevent substantial property damage;
- Respond to a declared or actual emergency.

Emergency procurements shall:

- Be limited to the goods or services necessary to address the emergency;
- Be documented in writing;
- Be presented to the Board of County Commissioners as soon as practical.

7. Protests

1. Protests regarding a solicitation or award must be submitted in writing to the Chief Administrative Officer within **5 business days** of the event giving rise to the protest.
2. The Chief Administrative Officer shall issue a written response within **5 business days**.
3. The decision may be appealed in writing to the Board of County Commissioners within **5 business days** of the response.
4. The Board's decision shall be final.

8. Documentation and Record Retention

All competitive procurement files shall include:

- Solicitation documents
- Amendments
- Notices
- Bids or proposals received
- Evaluation materials
- Award documentation
- Contract and approvals

Procurement records shall be retained in accordance with County record retention schedules and applicable law.

J. Public Works and Construction Procurement

1. Purpose

This section governs the procurement of public works and construction projects, including building improvements, road projects, infrastructure repairs, and other fixed public improvements. Construction procurement shall comply with this Policy, applicable provisions of the Utah Procurement Code (Title 63G-6a), and applicable fiscal controls under Title 17, Chapter 63.

2. Applicability

This section applies to:

- Building construction or renovation
- Road construction and paving
- Public infrastructure improvements
- Major repairs or capital improvements
- Projects involving labor and materials

3. Procurement Method

The Purchasing Agent, in consultation with the requesting department and County Attorney, shall determine the appropriate procurement method based on:

- Project complexity
- Estimated cost
- Risk allocation
- Timeline
- Market conditions

Methods may include:

- Invitation for Bids (IFB) – traditional low bid
- Request for Proposals (RFP) – when qualifications/technical approach matter
- Multi-step sealed bidding
- Approved cooperative/state contracts (if legally permissible)

4. Thresholds and Competition Requirements

A. Projects \$15,000 and Below

- Minimum quote requirements as outlined in Section H.
- Documentation retained in procurement file.

B. Projects \$15,000 – \$50,000

- Written contract required.
- Board approval in an open meeting.
- Competitive process required (formal quotes or IFB/RFP as determined by Purchasing Agent).

C. Projects Over \$50,000

- Formal competitive procurement required (IFB or RFP).

- Public notice required.
- Written contract required.
- Board approval in open meeting.

5. Bonding and Security

The Purchasing Agent may require:

- Bid security
- Performance bonds
- Payment bonds

Bonding requirements shall:

- Be stated in the solicitation;
- Be proportional to project risk;
- Not be used as a substitute for determining contractor responsibility.

6. Change Orders

1. Change orders must:
 - Be in writing;
 - Clearly describe scope change and cost/time impact;
 - Be signed by authorized County officials.
2. Change orders that materially alter:
 - The scope of work; or
 - The total contract amount beyond approved authority

Shall require Board approval.

3. All change orders shall be retained in the contract file.

7. Contractor Responsibility

Prior to award, the County may evaluate:

- Contractor licensing
- Financial stability
- Insurance coverage
- Past performance
- Safety record
- Compliance history

The County may reject a contractor deemed non-responsible.

8. Emergency Construction

Emergency construction work necessary to protect life, safety, or property may be authorized consistent with emergency procurement provisions in this Policy.

Emergency construction expenditures shall:

- Be limited to immediate needs;
- Be documented;
- Be reported to the Board as soon as practical.

9. Retainage and Final Payment

Where appropriate, the County may:

- Withhold retainage;
- Require final inspection;
- Require lien releases;
- Require certification of payment to subcontractors.

Final payment shall not be issued until contractual requirements are satisfied.

San Juan County Procurement Authority Matrix

Estimated Total Procurement Amount	Competition Required	Contract Required	Board Approval Required	Notes
\$0 – \$5,000	None required	No	No	Must be budgeted; documentation required
\$5,001 – \$10,000	Minimum 2 quotes	PO required	No	Not for ongoing services
\$10,001 – \$15,000	Minimum 3 written quotes	Yes (services)	Possibly (if contract delegated otherwise Purchasing Agent)	Written justification required if not lowest
\$15,001 – \$50,000	Competitive process (quotes or formal solicitation)	Yes	Yes (open meeting)	Ongoing services require formal competition
Over \$50,000 (Goods/Services)	Formal IFB or RFP	Yes	Yes	Public notice required
Construction \$15k–\$50k	Competitive process	Yes	Yes	See Public Works Section
Construction Over \$50k	Formal IFB or RFP	Yes	Yes	Bonding may be required
Sole Source (Any Amount)	Justification required	Yes	Yes (if over Board threshold)	Must be documented
Emergency Procurement	Competition may be waived	Yes	Ratification as soon as practical	Must be documented