



## Small Purchase Regulation Updates

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# Agenda

- Review the proposed changes to Procurement Regulation 6.15.330 Small Purchases
- Review proposed Small Purchase categories



# Proposed Changes

The proposed changes to the Small Purchase Regulation will enhance accountability and streamline operations

As Is	To Be
There are no specific dollar thresholds	Establishes a \$100,000 small purchase limit
There is no minimum number of quotes	Requests up to 3 quotes (based on dollar value and may require Supplier Portal posting)
There is no guidance on the basis of award	Includes a section on the basis of award
There is no definition of small purchase	Defines a small purchase and additional relative terms
There is no solicitation guidance	Illustrates what a small purchase solicitation shall include

# Proposed Small Purchase Categories

Small Procurements above the \$5,000 standard P-Card limit and not exceeding \$100k fall into 2 categories:



CATEGORY	PROVISIONS
<b>Category 1</b> <b>(\$5,001 - \$49,999)</b>	<ul style="list-style-type: none"><li>• End-user obtains written quotes from at least 2 vendors</li><li>• Not required to be advertised on the Supplier Portal</li><li>• Basis of the award is the lowest quote</li></ul>
<b>Category 2</b> <b>(\$50,000 - \$100,000)</b>	<ul style="list-style-type: none"><li>• Procurement obtains written quotes from at least 3 vendors</li><li>• Written solicitation (posted on iSupplier for 3 days)</li><li>• Basis of the award shall be specified in the solicitation as the lowest quote or most advantageous quote</li></ul>

**Note: Purchasers are encouraged to seek price quotes from MBE/SLBE Firms. OSDI will be available to assist.**

# Questions?

