

Steps for Procurement of Professional Services

Note : The procurement process is used to select a vendor before work has begun. It is not a way to pay an invoice for work that has already been done. No services should begin until you receive a signed P.O. and contract.

Step	Federal Grants	State Grants	District Funding
1. Determine Funding	Did you receive notice that the grant was <u>approved</u> from the Grants Department?		Is the project or contract funded in your department's budget?
	Work cannot start before the grant approval date. Approval of a grant is different from the submission of a grant application or revision request.		If not, FRC approval is required to add funding.
2. Solicitation Process	> \$10,000: Solicit quotes or informal letter proposals.	Services between \$10,000 and \$25,000: Three quotes or proposals are required unless waived by Purchasing.	
	> \$250,000: Formal, sealed solicitation is required and will be conducted by Purchasing.	Services between \$25,001 and \$100,000: Quotes or proposals are required. See Purchasing for details on how to prepare an informal request for letter proposal.	
		Services more than \$100,000: Formal RFP prepared by Purchasing is usually required.	
	Exceptions: Joinder if another agency followed the above rules, or Sole Source request, or if insufficient competition exists.	Exceptions: Joinder if another agency followed the above rules, Sole Source request, or waiver of solicitation process to be approved by FRC for extenuating circumstances.	
3. Contracts	\$100,000 or more: (even if it is for multiple years): Contract must be approved by Board. For contracts this size, virtually all contracts will require Document Review (see Document Review form).		
	Less than \$100,000: Can use either standard ICA form or vendor contract. If you use a vendor contract, then it requires Document Review (there is a form for that)		
4. Purchase Requisition	After the above steps are completed, submit a Purchase Requisition in BusinessPLUS. Attachments: <div><div>1. Both sections of ICA (Form A and B) or vendor contract completed with approved Document Review Form.</div><div>2. Certificates of insurance that match insurance limits shown in ICA.</div><div>3. Completed W-9 form if vendor is new to the District.</div><div>4. All quotes or letter proposals (including all scoresheets) obtained along with the letter or email requesting the quotes.</div><div>5. If applicable, the solicitation waiver or sole source justification approved by FRC.</div></div>		