

## PROCUREMENT METHOD DETERMINATION

Is there a current statewide contract or Jaggaer Punchout for the good or service you need?

<https://purchasing.idaho.gov/statewide-contracts-list-view/>  
<https://www.lcsc.edu/purchasing/jaggaer-resources>

Yes

NO

### On State Contract or Jaggaer Punchout?

If the good or service is available on a statewide contract or through a Jaggaer Punchout, you must utilize that contract. If there are multiple vendors, select the vendor with the best price, delivery or quality. Exemptions may be approved. See the Exemption from Utilizing State Contract Request Form on the Purchasing website.

### Does an exemption apply?

Educational discount; Professional, Consultant & IT Services; Advertising; Ongoing maintenance for software or IT solutions, etc. See 4.111 Purchasing Policy for full list. Check with Purchasing for request and approval requirements. When spending sponsored funds, purchasing requirements may be more stringent. Consult with the Office of Grants & Contracts.

### What is the anticipated total dollar value of the procurement (including any optional renewals)?

**Under \$20,000**

Solicitations not required; Departments are encouraged to obtain quotes and use good judgement. Use statewide contracts or Jaggaer Punchout unless an exemption applies.

**Large or Formal Purchase (\$250,000 and up)**

Request for Proposal (RFP) - Services

Invitation to Bid (ITB) - Goods

**Small or Informal Purchase (\$20,000 - \$249,999)**

Request for Quote (RFQ) - Goods or Services

**2- 6 weeks' time line \***

**General Steps:**

1. Dept completes Solicitation Checklist
2. Dept enters requisition in Jaggaer
3. Purchasing drafts RFQ
4. Post Solicitation RFQ
5. Evaluation of responses
6. VPFA/Purchasing review and signing of Agreement
7. Award
8. Requisition revised for winning vendor; PO sent to vendor
9. Contract Management

**SBOE Approvals:**

**Purchases greater than \$500,000** require Executive Director of SBOE approval. Contact Purchasing.  
**Purchases greater than \$1,000,000** require State of Idaho Board of Education approval. Contact Purchasing.

**2- 5 months' time line \***

**General Steps:**

1. Dept completes Solicitation Checklist
2. Dept enters requisition in Jaggaer
3. Purchasing drafts RFP or ITB
4. Evaluation Plan
5. Post Solicitation RFP/ITB
6. Pre-bid Conference
7. Questions/Answers
8. Solicitation Opening
9. Evaluation of responses
10. Presentations/Demo
11. Post Evaluation
12. Letter of Intent to Award
13. VPFA/Purchasing/Legal review and signing of Agreement. SBOE Approvals required before signing agreement, if applicable.
14. Award
15. Requisition revised for winning vendor; PO sent to vendor
16. Contract Management

\* Time line is an estimate. Actual time may be more or less depending on the completeness of the specifications and complexity of the purchase. When spending sponsored funds, timeline may be longer.