

Purchasing Processes			
Process step	Responsibility	Timeframe	Notes
Purchases under \$10,000			
Proceed with project in compliance with Purchasing Policy	Department/Division	N/A	
Purchases under \$10,000 - Software			
Contact Purchasing via email with details of potential purchase	Department/Division	N/A	
Purchasing Director reviews and determine next steps	Purchasing	2-3 business days	
Purchases up to \$100,000 on State Contract			
Proceed with purchase according to Purchasing Policy and using state contracts	Department/Division	Varies	
Purchases over \$100,000 on State Contract			
Contact Purchasing via email with details of potential purchase	Department/Division	N/A	
Purchasing Director reviews and determine next steps	Purchasing	2-3 business days	
Purchases between \$10,000-\$49,999 (Informal RFQ)			
Enter requisition in Colleague to obtain approvals	Department/Division	Varies	
Provide detailed specifications, justification for rush requests, quotes, list of vendors, information on related grant, etc. in RFQ template	Department/Division	Varies	
If Sole Source or Brand Name Only Exemption is needed, see sub-process below	Department/Division		
Purchasing reviews, requests any necessary revisions from Dept/Div., request vendor information if not provided, post to LC site	Purchasing	3-5 business days	Timeframe may be longer depending on complexity of RFQ
RFQ posted for minimum of 5 business days	Purchasing	5-7 business days	
Analysis of bids that meet specifications, low bid sent to Dept/Div. for acceptance	Purchasing	1-3 business days	
Low bid approved	Department/Division	Varies	
Purchasing converts requisition to PO and send to vendor and Dept/Div.	Purchasing	1-3 business days	
Purchases between \$50,000-\$100,000 (RFQ)			
Enter requisition in Colleague to obtain approvals	Department/Division	Varies	
Provide detailed specifications, justification for rush requests, quotes, list of vendors, information on related grant, etc. in RFQ template	Department/Division	Varies	
If Sole Source or Brand Name Only Exemption is needed, see sub-process below	Department/Division		

Purchasing reviews, requests any necessary revisions from Dept/Div., creates DA1 Form (VPFA must sign), and sends to DOP	Purchasing	10 business days	Timeframe may be longer depending on complexity of RFQ
DOP document review	DOP	10 business days	
DOP posts for formal solicitation	DOP	5-20 business days	
DOP analysis of bids, all responsible bids sent to Purchasing	DOP	2-3 business days	
Purchasing reviews, sends to Dept/Div. for acceptance	Purchasing	2-3 business days	
Dept/Division accepts low bid	Department/Division	Varies	
Purchasing advises DOP of acceptance	Purchasing	1-2 business days	
DOP notifies vendor	DOP	1-2 business days	
Purchases over \$100,000 (ITB or RFP)			
Enter requisition in Colleague to obtain approvals	Department/Division	Varies	
Provide detailed specifications, justification for rush requests, quotes, list of vendors, information on related grant, etc. in RFQ template	Department/Division	Varies	
If Sole Source or Brand Name Only Exemption is needed, see sub-process below	Department/Division		
Purchasing reviews, requests any necessary revisions from Dept/Div., creates DA1 Form (VPFA must sign), and sends to DOP	Purchasing	10 business days	Timeframe may be longer depending on complexity of RFQ
DOP document review	DOP	Varies	If DOP was involved early, may take a few days. If not, up to 6 weeks.
Formal ITB or RFP process	DOP	Varies	Up to 12 weeks for ITB and 16 weeks for RFP
DOP awards contract to winning bid and releases PO	DOP	1 business day	Notified through system
Alterations and Remodels (Agency funded) under \$50,000			
Coordinate with Physical Plant Director	Department/Division	Varies	
Proceed with project in compliance with Purchasing Policy	Department/Division	Varies	
Alterations and Remodels (Agency funded) \$50,000-\$200,000			
Engage Physical Plant direct at start of project, will assist with obtaining quotes based on specifications and any needed RFQ.	Department/Division	Varies	
Enter requisition in Colleague to obtain approvals	Department/Division	Varies	

Provide detailed specifications, justification for rush requests, quotes, list of vendors, information on related grant, etc. in RFQ template.	Department/Division	Varies	
Purchasing reviews, requests any necessary revisions from Dept/Div.	Purchasing	10 business days	Timeframe may be longer depending on complexity of RFQ
Post RFQ in newspaper, on website and contact vendors	Purchasing	3-5 business days	
RFQ posted for minimum of 7 business days, bid to remain open for 10	Purchasing	7-10 business days	
Analysis of bids that meet specifications and low bid approved	PP Director	1-3 business days	PP Director reviews with Dept/Div.
Purchasing converts requisition to PO and send to vendor and Dept/Div.	Purchasing	1-3 business days	
Exemption Request sub-processes			
Exemption Requests - Sole Source - New			
Determine need for new Sole Source Exemption	Department/Division	Varies	
Complete new Sole Source Exemption template and send to Purchasing	Department/Division	Varies	
Purchasing reviews, requests any necessary revisions from Dept/Div., creates DA1 Form (VPFA must sign), and sends to DOP	Purchasing	3-5 business days	
DOP posts to their site, allows for challenges, then notifies of approval	DOP	15 business days	If not approved, Purchasing will advise of next steps
Return to process and continue with next step	Department/Division		
Exemption Requests - Sole Source - Amended			
Determine need for additional Sole Source Exemption	Department/Division	Varies	
Complete amended Sole Source Exemption template and send to Purchasing	Department/Division	Varies	
Purchasing reviews, requests any necessary revisions from Dept/Div., creates DA1 Form (VPFA must sign), and sends to DOP	Purchasing	2-3 business days	
DOP reviews then notifies of approval	DOP	3-5 business days	If not approved, Purchasing will advise of next steps
Return to process and continue with next step	Department/Division		
Exemption Requests - Name Brand only			
Determine need for Name Brand Only exemption	Department/Division	Varies	
Complete Name Brand Only Exemption template and send to Purchasing	Department/Division	Varies	

Purchasing reviews, requests any necessary revisions from Dept/Div., and sends to DOP	Purchasing	3-5 business days	
DOP reviews then notifies of approval	DOP	3-5 business days	If not approved, Purchasing will advise of next steps
Return to process and continue with next step	Department/Division		
References			
Purchasing Policy	https://www.lcsc.edu/media/5222/4111-purchasing.pdf		
Division of Purchasing Templates	https://purchasing.idaho.gov/templates-and-forms/		
Division of Purchasing - State Contracts	https://purchasing.idaho.gov/statewide-contracts/		