

PURCHASING PROCESS SUMMARY

Under \$10,000	<ul style="list-style-type: none">•Dept/Div initiates purchase, in compliance with Purchasing policy and using state contracts when applicable•Contact Purchasing for software purchases
Up to \$100,000 on State Contract	<ul style="list-style-type: none">•Dept/Div initiates purchase, in compliance with Purchasing policy and using state contracts•Contact Purchasing for purchases over \$100,000
\$10,000-\$49,999	<ul style="list-style-type: none">•Purchasing manages informal RFQ process•Process timeframe: 10-20 business days
\$50,000-\$100,000	<ul style="list-style-type: none">•DOP manages informal RFQ process•Process timeframe: 30- 50 business days
Over \$100,000	<ul style="list-style-type: none">•DOP manages formal ITB or RFP process•Process timeframe: up to 12 weeks for ITB and 16 weeks for RFP
Alterations & Remodels under \$25,000	<ul style="list-style-type: none">•Agency funded; Coordinate with Physical Plant Director•Proceed with Project, in compliance with Purchasing policy, no RFQ required
Alterations & Remodels \$25,000-\$100,000	<ul style="list-style-type: none">•Agency funded; Physical Plant and Purchasing manage informal RFQ process•Process timeframe: 22-30 business days

Exemption requests require additional processes and time.

New Sole Source exemption request: 4-5 weeks. **Amended Sole Source** exemption request: 5-10 business days

Brand Name Only exemption request: 5-10 business days

All timeframes are estimates, and the complexity of the request can impact the timing. Engaging Purchasing and DOP early in the process is recommended.

Purchasing Policy: <https://www.lcsc.edu/media/5222/4111-purchasing.pdf>. State Contracts: <https://purchasing.idaho.gov/statewide-contracts/>