

## SOLICITATION LIMITS NON FEDERAL FUNDS

Type	Contracting Rule	Dollar Amount
No Quote	20-0265	Less than \$10,000
Personal Services	10-0335	Less than \$30,000
A&E and Related	30-0200	Less than \$25,000
Verbal Quotes (min. 3)	20-0270	\$10,000.01 - \$25,000
Written Quotes (min. 3)	20-0270	\$25,000.01 - \$99,999.99
Informal RFP (min. 3)	20-0270	\$10,000.01 - \$99,999.99
A&E and Related	30-0210	\$25,000.01 - \$99,999.99
	50-0020	\$100,000.01 - \$200,000
Formal Bid	20-0255, 20-0257 40-0200	\$100,000 or more
Formal RFP	20-0260, 20-0261	\$100,000 or more
Public Improvement	40-0200	
Alternative Contracting	40-0600	
A&E and Related	30-0220	
	50-0020	\$200,000 or more

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Type	Dollar Amount	Explanation & CFR Source
Micro Purchases	\$0-\$10,000	Create purchase order, no quote or contract required.
Small Purchases	\$10,000.01 - \$25,000	Obtain three (3) rate quotations and attach supporting documentation to the purchase order or contract.
Intermediate and Large Procurement Purchases	\$10,000.01 and above	Follow county procurement contracting procedures as established in the procurement manual under the Process Designation/Dollar Limits Procedures , which require, but are not limited to: formal RFP, open & competitive bids, and completing Solicitation Award Transmittal.
Sole Source	\$10,000.01 and above	For purchases that require unique or specialized goods, Departments will need to complete an Intermediate Sole Source Justification form and ensure supporting documentation is maintained in the contract file. (2 CFR 200.320(f))
Contract Modifications	\$150,000.01 and above	If the Department needs to make a modification to an existing contract where the total amount of the contract and related modification is in excess of the simplified acquisition threshold (\$150,000), a cost or price analysis must be obtained and documented before the contract is modified. (2 CFR 200.323(a))
Construction Contracts	\$2,000 and above	Departments will use the sealed bid method of procuring services for construction contracts. (2 CFR 200.320 (c)(1))