

The Procurement Department shall convert the purchase requisition to a purchase order by following the procurement procedures approved by the District Board of Trustees.

- Florida Statutes 1001.64, 1010.04, 287.017, 287.055.
- Florida Department of Education, Rule 6A-14.0734.
- Broward College Policy 6AHx2-6.34 and Procedure A6Hx2-6.34

Purchasing Dollar Thresholds

Purchases Up to \$10,000	\$0.00 to \$10,000. Small Purchase. There are no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. The requesting department shall obtain one quote identifying the best value for the required commodity or service. A statement of work (SOW) must be provided if services are requested. Exercise good business practice and conduct market research and price analysis to obtain the best value.
\$10,000.01 to \$35,000	\$10,000.01 up to Category Two (currently \$35,000) as defined in F.S. 287.017. Three Quotes. The requesting department shall obtain three (3) quotes providing the best value for the required commodity or service. A statement of work (SOW) must be provided if services are requested. At least three (3) available vendors should be contacted and the Three Quote Form utilized. The award shall go to the lowest priced responsive and responsible vendor who meets the requirements.
\$35,000.01 to \$65,000	Category Two (currently \$35,000) up to Category Three (currently \$65,000) as defined in F.S. 287.017. Request To Quote (RTQ). The Procurement Department shall process a Request to Quote (RTQ) with detailed specifications of what is required (provided by the requesting department). The award shall go to the lowest priced responsible and responsive vendor who meets the requirements of the specifications.
\$65,000 or greater	Exceeding Category Three (currently \$65,000) per F.S. 287.017. Formal Solicitation. For purchases exceeding Category Three, the College must release a formal competitive solicitation for goods or services. The College must advertise that it is seeking goods or services and allow the public at large to compete for award of the contract.

- Dollar thresholds will dictate the manner by which goods and services shall be acquired.
- Purchases should never be split to circumvent the requirements of any solicitation and/or procurement requirement.
- There are certain exceptions to the requirement to solicit competitive offers for goods and services (bid waivers).
- Contact the Procurement Department if you have any questions.