

Auditor's Office Quick Guide to the Purchasing Policy

Or, Purchasing for Dummies

Vendor selection

- Under \$20,000? Any reputable County vendor. Don't bug us, just buy it. **Please get quotes if you can!**
- Between \$20,000 and \$40,000? Quotes from at least 3 vendors. Keep records. Don't bug us, just get quotes.
- Between \$40,000 and \$80,000? Limited Solicitation (Mini-RFP). Send a written solicitation to at least 3 vendors. Choosing a vendor can based on cost + other factors like references, company stability, experience with similar projects, ~~the coolness of their logo~~, experience of key employees, etc. Bug us, we can help!
 - For architectural, engineering, or land surveying services greater than \$50,000 an RFQ is needed (see below).
- Greater than \$80,000? First of all, do you really need this?? If so, use an IFB, RFP, or RFQ. BUG US! You are not in this alone. We have templates, examples of previous procurements, lots of helpful tools. This level requires that public notice be given.
 - Invitation for Bid (IFB)- You ask for a very specific item or service (i.e. heavy equipment or construction services) and choose a vendor based on price. The bid is awarded to the lowest responsible bidder. A bid bond is required.
 - Request for Proposals (RFP)- You ask vendors for the solution to a problem (i.e. inmate phone system at the Detention Center). The vendor will be chosen based on price + other factors like references, company stability, experience with similar projects, ~~advice from your horoscope~~, experience of key employees, etc. The award is given to the vendor who has the best solution for the best value. A bid bond is required.
 - Request for Qualifications (RFQ)- This is for professional services like architects, engineers, communications consulting, etc. Vendor is selected based on qualifications and then a fair price is negotiated, hopefully. No bid bond required.

Feel free to contact the Auditor's Office with any questions about procurement. We're always ~~somewhat~~ happy to help!