

## Procurement Procedures

<b>Items</b>	<b>University/State</b> <a href="http://www.purchase.umd.edu/general/pap.htm">http://www.purchase.umd.edu/general/pap.htm</a>	<b>UM Foundation</b> <a href="http://www.usmf.org">www.usmf.org</a>	<b>CP Foundation</b> <a href="http://advancement.umd.edu/foundation/">http://advancement.umd.edu/foundation/</a>
<b>Web Site for Policies</b>	<a href="#">Click Here for Policy Link</a>	<a href="#">Click Here for Policy Link</a>	<a href="#">Click Here for Policy Link</a>

<b>Equipment</b>	<b>&lt;\$5,000</b> Use purchasing card or SM	<b>&lt;\$25,000</b> Submit Disbursement and Invoice	<b>&lt;\$15,000</b> Competition is preferred but not required If PO is needed complete disbursement form and send quote to CPF and they will issue PO.
	<b>\$5,000 but &lt;\$100,000</b> Verify if Master Contract is available If not, complete a requisition Provide a specific scope May provide a list of vendors, but Procurement will secure the RFQ's  Provost approval needed for anything over \$50,000 funding source	<b>&gt;\$25,000</b> Requires a minimum of 2 written quotes from vendors. If only one quote provide sole source justification. These are then to be submitted with disbursement form. Fixed Assets only.	<b>\$15,000 but &lt; \$100,000</b> 3 telephone quotes - documented will be accepted for amounts from \$15,000 to \$100,000.
	<b>&gt;\$100,000 &lt;\$500,000</b> Provide detailed scope for asset. Must submit requisition to Procurement and a RFP will be issued.		<b>\$100,000 but &lt; \$150,000</b>  3 Written quotes are needed. If PO is needed complete disbursement form and sent to CPF and they will issue PO form.
	<b>&gt;\$500,000</b> Approval required by the Board of Public Works		<b>&gt;\$150,000</b> Establish scope, request solicited written bids from a minimum of 3 sources. Proposed process must be reviewed by UMCPF before it begins. Disbursement must be completed and sent to UMCPF for a PO

<b>Services</b>	<b>&lt;\$5,000</b> For services that require structural renovations.: Must complete a purchase requisition that includes a scope of work and quote. This will need to be approved by the appropriate Facilities section, i.e., HVAC, Electrical Shop	<b>&lt;\$25,000</b> Contractor Agreement, Disbursement and Invoice  <a href="#">Click Here for Contractor Agreement</a>  *A Contractor Agreement will be needed no matter what the cost of the service.	<b>&lt;\$15,000</b> Contractor Agreement, Disbursement and Invoice  <a href="#">Click Here for Contractor Agreement - Page 7</a>  *A Contractor Agreement will need to be signed by UMCPF
	<b>\$5,000 but &lt;\$100,000</b> Provide a specific scope May provide a list of vendors but Procurement will secure the quotes; For services involving renovations: Must complete a purchase requisition that includes a scope of work and quote. This will need to be approved by the appropriate Facilities section, i.e., HVAC, Electrical Shop	<b>&gt;\$25,000</b> Contractor Agreement is needed in addition to a justification for the selection of that contractor unless more than one bid was received.  *A Contractor Agreement will be needed no matter what the cost of the service.	<b>&gt;\$15,000</b> Must have a written contract that has been reviewed, signed and approved by CFO of UMCPF before work commences.
	<b>&gt;\$100,000 &lt;\$500,000</b> Provide detailed scope for asset. Must submit requisition to Procurement and a RFP will be issued.		