

Purchasing Guidelines & Thresholds ~ Professional Services ~

| PROFESSIONAL SERVICES – Contracted Services | | | |
|--|--|---|---|
| Thresholds | Procurement Action | Process | Timeline |
| \$0 - \$25,000.00 | Purchase Order in FAMIS | School enters PO in FAMIS. No further approval necessary | N/A |
| >\$25,000.01 | | School enters PO in FAMIS. Review and approval by ISC | Up to 5 days |
| PROFESSIONAL SERVICES – Non-Contracted Services | | | |
| Thresholds | Procurement Action | Process | Timeline |
| \$0 - \$250.00 | No Bid PO | School enters No Bid purchase order in FAMIS. No further approval necessary. | N/A |
| \$250.01 - \$5,000.00 | Telephone Quotes/3 Bid PO | School must solicit and document three (3) telephone quotes, then enter 3 Bid PO. No further approval necessary. | N/A |
| \$5,000.01 - \$25,000.00 | Written Quotes/ 3 Bid PO | School or ISC must solicit and document three (3) written quotes, then enter 3 Bid PO. No further approval necessary. | N/A |
| \$250.01 - \$25,000.00 | Sole Source/ Exceptions | School or ISC must document sole source or exception, then enter PO. No further approval necessary. | N/A |
| \$25,000.01 - \$100,000.00 | a) Informal Solicitation Request (ISR) | The request must come to DCP. DCP will either a) conduct an ISR, or b) process an exception, depending on the request | 2 months |
| | b) Exception (Sole Source) | | 1-2 weeks |
| >\$100,000.01 | a) Request for Proposals (RFP) | ISC must request for DCP to assist in the preparation and processing of an RFP | 5-12 months |
| | b) Exception | ISC must submit an Exception to the Committee on Contracts | 2-3 months (from approval by Committee) |

Purchasing Guidelines & Thresholds ~ Commodities ~

| PROFESSIONAL SERVICES – Internal DOE Professional Service Providers | | | |
|---|-------------------------|---|---|
| Thresholds | Procurement Action | Process | Timeline |
| \$ No Limit | Purchase Order in FAMIS | School allocates money to 0998 object code in Galaxy, then requests service in FAMIS e-Catalog. Service Provider approves services request via FAMIS. No further approval is necessary. | None (but can vary based on provider response time) |
| COMMODITIES – Contracted Items, Non-List, and Listing Applications | | | |
| Thresholds | Procurement Action | Process | Timeline |
| \$0 - \$100,000.00 | Purchase Order in FAMIS | School enters PO in FAMIS. No further approval necessary | N/A |
| >\$100,000.01 | | School enters PO in FAMIS. Review and approval by ISC | Up to 5 days |

Purchasing Guidelines & Thresholds ~ Commodities ~

| COMMODITIES – Non-Contracted Items | | | |
|------------------------------------|-----------------------------|---|---|
| Thresholds | Procurement Action | Process | ISC / DCP Response |
| \$0 - \$250.00 | Purchase Order in FAMIS | If not an active vendor with the DOE, vendor must register with the DOE and receive a vendor number. School enters No Bid PO in FAMIS. No further approval necessary. | N/A |
| \$250.01 - \$5,000.00 | Telephone Quotes | School gets telephone quotes from three (3) vendors, then enter PO in FAMIS. No further approval necessary. | N/A |
| | Sole Source | Sole Source approval by school | |
| \$5,000.01 - \$15,000.00 | Written Quotes | School gets written quotes from three (3) vendors, then enters PO in FAMIS. No further approval necessary. | N/A |
| | Sole Source | Sole Source approval by school | |
| \$15,000.01 - \$100,000.00 | Open Market Agreement (OMA) | The request must come to DCP, who will conduct a public solicitation for the goods | 2-5 months |
| | Sole Source | Request must come to DCP for approval if determined to comply with SOPM | |
| > \$100,000.01 | Request for Bid (RFB) | School or ISC must request DCP to assist in the preparation and processing of an RFB | 4-10 months (depending on complexity) |
| | Sole Source | ISC, on behalf of the school, must submit an Exception to the Committee on Contracts if determined to comply with SOPM | 3-4 months (from approval by Committee) |

Purchasing Guidelines & Thresholds ~ Procurement Cards / SIPPs~

| PROCUREMENT CARDS | | | |
|--|--------------------------------|--|----------|
| Thresholds | Procurement Action | Process | Timeline |
| \$0 - \$5,000 | Single Transaction with P-Card | Following bidding procedures as outlined in SOPM, School completes transaction with P-Card. No further approval necessary | N/A |
| \$0 - \$15,000 | Encumbrance | School may encumber up to this amount at any given time on P-Card. | N/A |
| <p>P-Cards work essentially like credit cards and may be used to order products from vendors in situations where issuing a Purchase Order is not efficient for reasons such as delivery time or contractual ambiguities. If the payment is for a valid purchase, the banking institution issuing the card will approve the purchase and pay the vendor, less a fee, within a few days. The banking institution then sends a monthly billing statement, along with card activity reports, to DFO for payment.</p> | | | |
| SIPPs | | | |
| <p>A SIPP (Small Item Payment Process) and formerly referred to as an IMPREST, is an electronic payment mechanism processed through the FAMIS Portal. SIPPs were originally established to facilitate “over-the-counter” purchase, (e.g., postage), providing for a direct payment to the vendor or reimbursement to the purchaser. With the introduction of P-Cards, SIPPs should no longer be used for purchases. Instead, SIPPs should be reserved for reimbursement to the NYC Department of Education employees for business related expenses.</p> | | | |