

PROFESSIONAL SERVICES – Contracted Services			
Thresholds	Procurement Action	Process	Timeline
\$0 - \$25,000.00	Contracted Purchase Order in FAMIS	School enters PO in FAMIS. Principal approves PO. No further approval necessary.	N/A
Over \$25,000.00		School enters PO in FAMIS. Review and approval by Principal and BFSC is required. MTAC Required for Vendors with MTAC Contracts .	Up to 5 days
PROFESSIONAL SERVICES – Non-Contracted Services			
Thresholds	Procurement Action	Process	Timeline
\$0 - \$5,000.00	Micro Purchase/No Bids	School enters Micro Purchase order in FAMIS. Principal approval is required.	N/A
\$5,000.01 - \$25,000.00	Simplified Procurement/3-Proposals	School must solicit and document three (3) written quotes from 3 vendors, then enters Simplified Procurement/3 Proposal PO. Principal approval is required	N/A
\$5,000.01 - \$25,000.00	Negotiated Services/Exception to Bid	School must secure additional documentation regarding the procurement. School enters PO into FAMIS. Justification of services must be made. Principal/Head of Office approval is required.	N/A
\$25,000.01 - \$100,000.00	a) Simplified Procurement/3-Proposals	Principals or BFSC must send a request to DCP. DCP will initiate the contract process.	3 Plus months
	b) Negotiated Service/Exception	Principals or their equivalent must submit a request and scope of work to DCP Executive Director.	3 Plus months
Over \$100,000.00	a) DCP Initiates Contract Process	Principals or BFSC must send a request to DCP. DCP will initiate the contract process, either Request For Proposal (RFP), or a Multiple Task Award Solicitation (MTAC)	5 – 12 months
	b) Negotiated Service/Exception	Principals or their equivalent must submit a request and scope of work to DCP Executive Director.	6 – 12 months

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)

PROFESSIONAL SERVICES – SCHOOL PROFESSIONALS

Up to \$50,000.00	Create Work Order/ Purchase Order in FAMIS	School must create a work order in the School Professionals web base system. Which will generate a purchase order in the FAMIS Purchasing Portal. Principal/Head of Office approval is required. School Professionals website www.SPDOE.com	Up to 5 days
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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. Principal approval is required.	N/A
Over \$100,000.00		School enters PO in FAMIS. Review and approval by BFSC	Up to 5 days

COMMODITIES – Non-Contracted Items

Thresholds	Procurement Action	Process	ISC / DCP Response
\$0 - \$250.00	Micro Purchase/No Bid	If not an active vendor with the DOE, vendor must register with the DOE and receive a vendor number. School enters Micro Bid/No Bid PO in FAMIS. Principal approval is required.	N/A
\$250.01 - \$5,000.00	Simplified Procurement/3 Proposals PO	School gets <u>telephone</u> quotes from three (3) different vendors, then enters PO in FAMIS. Principal approval is required.	N/A
\$5,000.01 - \$15,000.00	Simplified Procurement/3 Proposals PO	School gets <u>written</u> quotes from three (3) different vendors, then enters PO in FAMIS. Principal and BFSC approval is required.	N/A
Over \$15,000.00	Competitive Sealed Bid	Request must be sent to DCP, who will conduct a public solicitation for the goods.	2-5 months
\$250.01 - \$25,000.00	Sole Vendor	School enters PO in FAMIS. Principal and/or Head of Office approval is required.	N/A