

## Procurement Guidelines, Federal vs Non-Federal Funds

### Non-Federal Purchases on State Contract

**Competitive Bid Contract** - Item should be purchased from one of the contract vendors. Approval is required to purchase elsewhere if item does not meet departmental needs. (i.e. Office Supplies, Paper, Vehicles)

**Negotiated State Contract** - Item should be purchased from one of the contract vendors (i.e. Copiers)

If item is on a negotiated state contract but doesn't meet the need of the department:

<\$5K item may be purchased from any vendor provided they receive pricing equal or less than the state contract

>\$5K two quotes are required, purchase from low quote, provided low quote is at or below state contract price

### Federal Purchases on State Contract

**Competitive Bid Contract** - Item should be purchased from one of the contract vendors. Approval is required to purchase elsewhere if item does not meet departmental needs. (i.e. Office Supplies, Paper, Vehicles)

**Negotiated State Contract** - Items may not be purchased unless less than \$10,000 (These contracts are not bid competitively and do not adhere to federal requirements) (i.e. Copiers)

If item is on a negotiated state contract but doesn't meet the need of the department, follow guidelines below.

### **Purchase Requirements for items NOT on State Contract:**

	<b>Non-Federal Purchase</b>	<b>Federal Purchase</b>
<b>\$0 - \$5,000 Commodities, Supplies, Equipment, Services</b>	No competition required. Multiple quotes are encouraged to ensure a good price is received.	No competition required. Multiple quotes are encouraged to ensure a good price is received. Non-Federal entity must distribute micro-purchases equitably among qualified suppliers. <b>SEE BELOW FOR SERVICES</b>
<b>\$5,001 - \$50,000 Commodities, Supplies, Equipment, IT Equipment, IT Services, Software, IT Maintenance</b>	Two quotes required.	Two quotes required.
<b>\$50,001 and up Commodities, Supplies Equipment, IT Equipment, IT Services, Software, IT Maintenance</b>	MSU must develop specifications, terms and conditions, and an Invitation to Bid. Formal Bids are required.	MSU must develop specifications, terms and conditions, and an Invitation to Bid. Formal Bids are required.
<b>\$0 - \$10,000 Services Only</b>	No competition required. Multiple quotes are encouraged.	No competition required. Multiple quotes are encouraged.
<b>\$10,001 - \$149,999 Services Only</b>	No competition required. Multiple quotes are encouraged.	Two quotes are required.
<b>\$150,000 and up for Services Only</b>	No competition required. Multiple quotes are encouraged.	MSU must develop specifications, terms and conditions, and an Invitation to Bid. Formal Bids are required.