

## PROCUREMENT

The State Procurement Office, State Attorney General's Office, and our agency have explicit requirements and procedures that must be followed: <http://ai.state.wy.us> for more detailed information.

This is a brief summary of the Procurement Policy:

### Equipment/Furniture Purchases:

Cost of \$2499 or Less-	Quotes are not required and submission of a requisition is not required.
\$2500 - \$7499-	At least three quotes are required and a requisition must be submitted.
\$7500 or greater-	A formal sealed bid process through State Purchasing is required.

\*\*Equipment purchases under \$5000 are tracked internally. Equipment purchases \$5000 and above are tracked in the States fixed asset.

### Supplies:

Cost of \$2499 or less-	Quotes are not required and submission of a requisition is not required.
\$2500-\$7499-	At least three quotes are required and a requisition must be submitted.
\$7500 or greater-	A formal sealed bid process through State Purchasing is required.

### Printing:

Cost of \$1499 or less	Purchasing encourages at least three quotes and a requisition does not need to be submitted. Quotes are not required if one of the existing State wide contracts is utilized. Contact Purchasing at 307-777-6708 for current contract, i.e. business cards, envelopes, stationary.
\$1500 or greater-	A formal sealed bid process through State Purchasing must be utilized.

### Professional Services:

Includes 200 & 900 series charges as defined on page 16 of the procurement manual/website: <http://ai.state.wy.us>

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Cost of \$1499 or less-	Quotes, submission of requisition and formal contract are <b>NOT</b> required.
\$1500 to \$7499-	Three quotes are encouraged and a requisition must be submitted with a copy of a formal contract approved to form by the Attorney General's Office.
\$7500 or greater-	A formal Sealed bid, request for proposal (RFP) or request for qualification (RFQ) process through State Purchasing must be utilized.

### Architectural/Engineering Services:

Cost of \$1499 or less-	Quotes, submission of requisition and formal contract are <b>NOT</b> required.
\$1500 to \$4999-	Three quotes are encouraged and a requisition must be submitted with a copy of a formal contract approved to form by the Attorney General's Office.
\$5000 or greater	Must utilize State Purchasing and be in compliance with the process described in W.S. 9-2-1027 thru W.S. 9-2-1033.

When the competition is not feasible and a Sole Source or Bid Waiver letter is a factor, **PRIOR** written authorization from your Division Administrator must be sent to State Purchasing and the Governor's office for approval and is required **before** purchasing, renting, leasing, acquiring any supplies or services.

## **PROCUREMENT**

*Equipment Purchases costing \$2,500 to \$7,499*

*Supply Purchases costing \$2,500 to \$7,499*

*Printing Purchases costing \$1,499 or less*

### **Step 1**

Staff or Managers determine the need and estimate that the cost of the item will fall within the appropriate cost threshold listed above.

### **Step 2**

Staff or Manager checks with the Departments Accounting Manager to see if the items to be purchased are covered under any existing, previously negotiated state/agency contracts. If the staff or manager decides to utilize an existing contract, skip Step 3 and go to Step 4.

### **Step 3**

- Staff or Manager determines exact specifications for purchase and communicates that information to three vendors for quote solicitations by phone or electronically. When a phone quote is solicited the information will need to be submitted on paper.

### **Step 4**

- Contact the Department Accounting Analyst with bid information (bid#) or the existing contract reference, along with budget information for the initiation of the requisition to State Purchasing.

### **Step 5**

- State Purchasing reviews the documentation for accuracy and issues the Purchase Order number (PO) or a Service Agreement number (MSA). By having these numbers issued the monies are encumbered for the budget that the requisition request indicated. Staff or Managers are notified by e-mail if a PO is issued and receives a copy of the MSA's encumbrance in their mail.

### **Step 6**

- Invoices are submitted to Accounts Payable referencing the encumbrance PO or MSC (MSA is encumbered under an MSC) number and the vendor is paid.

## **PROCUREMENT**

*Equipment Purchases costing \$7,500*

*Supply Purchases costing \$7,500 or greater*

*Printing Purchases costing \$1,500 or more*

### **Step 1**

Staff or Managers determine the need and estimate that the cost of the item will fall within the appropriate cost threshold listed above.

### **Step 2**

Staff or Manager checks with the Departments Accounting Manager to see if the items to be purchased are covered under any existing, previously negotiated state/agency contracts. If the staff or manager decides to utilize an existing contract, skip Step 3 and go to Step 4.

### **Step 3**

- Staff or Manager determines exact specifications for the purchase and communicates that information to the Department Accounting Analyst who forwards the specifications for the bid request to State Purchasing for review and initiation of the formal bid solicitation process.

### **Step 4**

- State Purchasing staff receive the sealed bids and presides over the bid opening. Once the low bid is decided the information is sent to the Department Accounting Analyst and the results of the bid are then relayed to the staff member who solicited the bid. Staff then advises accounting if they would like to proceed with the purchase and give the Accounting Analyst the budget information to proceed with the requisition request.

### **Step 5**

- State Purchasing reviews the documentation for accuracy and issues the Purchase Order number (PO) or a Service Agreement number (MSA). By having these numbers issued the monies are encumbered for the budget that the requisition request indicated. Staff or Managers are notified by e-mail if a PO is issued and receives a copy of the MSA's encumbrance in their mail.

### **Step 6**

- Invoices are submitted to Accounts Payable referencing the encumbrance PO or MSC (MSA is encumbered under an MSC) number and the vendor is paid.

## **PROCUREMENT**

*Professional Services costing between \$1,500 to \$7,499*

***\*\*Architectural & Engineering Services costing between \$1,500 to \$4,499***

### **Step 1**

Staff or Managers determine the need and estimate that the cost of the item will fall within the appropriate cost threshold listed above.

### **Step 2**

- Staff or Manager determines exact specifications for purchase and communicates that information to three vendors for quote solicitations by phone or electronically. When a phone quote is solicited the information will need to be submitted on paper.

### **Step 3**

- Documentation of the selection process and a requisition request are submitted to the Department Accounting Analyst for processing.

### **Step 4**

- The Department Accounting Analyst prepares a formal contract and sends it to the Attorney General's Office for approval. Once the contract is signed by the Attorney General's Office a copy of the contract and supporting documentation is sent to State Purchasing for processing.

### **Step 5**

- State Purchasing reviews the documentation for accuracy and issues the Purchase Order number (PO) or a Service Agreement number (MSA). By having these numbers issued the monies are encumbered for the budget that the requisition request indicated. Staff or Managers are notified by e-mail if a PO is issued and receives a copy of the MSA's encumbrance in their mail.

### **Step 6**

- Invoices are submitted to Accounts Payable referencing the encumbrance PO or MSC (MSA is encumbered under an MSC) number and the vendor is paid.

***\*\*The above information is submitted to the Departments Construction Manager.***

## PROCUREMENT

*Professional Services costing \$7,500 or greater*

*\*\*Architectural & engineering Services costing \$5,000 or greater*

### Step 1

Staff or Managers determine the need and estimate that the cost of the item will fall within the appropriate cost threshold listed above.

### Step 2

- Staff or Manager determines exact specifications for the purchase and communicates that information to the Department Accounting Analyst who forwards the specifications for the bid request to State Purchasing for review and initiation of the formal bid solicitation process.

### Step 4

- State Purchasing staff receive the sealed bids and presides over the bid opening. Once the low bid is decided the information is sent to the Department Accounting Analyst and the results of the bid are then relayed to the staff member who solicited the bid. Staff then advises accounting if they would like to proceed with the purchase and give the Accounting Analyst the budget information to proceed with the requisition request.

### Step 5

- State Purchasing reviews the documentation for accuracy and issues the Purchase Order number (PO) or a Service Agreement number (MSA). By having these numbers issued the monies are encumbered for the budget that the requisition request indicated. Staff or Managers are notified by e-mail if a PO is issued and receives a copy of the MSA's encumbrance in their mail.

### Step 6

- Invoices are submitted to Accounts Payable referencing the encumbrance PO or MSC (MSA is encumbered under an MSC) number and the vendor is paid.
- ***\*\*The above information is submitted to the Departments Construction Manager.***

## **PROCUREMENT**