

## **Part II Chapter 03 Delegated Formal Competitive Sealed Bidding**

- A. Requirements.** This procedure is utilized by Agencies when procuring materials or services directly from a supplier via the competitive sealed bidding method of award and **ALL** of the following requirements apply:
1. The material and/or service is not listed on an effective DGS statewide contract or the purchase price is less than the minimum amount stated in the contract.
    - a. If the Agency has uncertainty about the availability of a material or service from a statewide requirements contract, they should contact the DGS Commodity Specialist that is responsible for that commodity. The Commodity Specialist will verify if the material or service is on a contract or if it may be possible to add the material or service to a contract.
    - b. If it is not on contract and will not be added to a contract, the Agency must obtain the written approval from the Commodity Specialist (or designee) prior to proceeding with the procurement. This approval is attached to the purchase order.
  2. If the material and/or service is available from more than one supplier and does not constitute a sole source procurement.
  3. If the procurement has an estimated total cost within the range of delegated procurements thresholds identified in [Part I Chapter 07, Thresholds and Delegations](#). This procedure will also be utilized by Agencies receiving specific delegation from DGS BOP to contract for materials and/or services by using the competitive sealed bidding method of award.
  4. If the requirement is a material, the item is not available as a warehouse item from the [DGS Bureau of Supplies and Surplus Operations](#).
- B. General.** The Agency shall process requirements from the thresholds established in Part I Chapter 07, Thresholds and Delegations. Purchases must be made utilizing SRM to prepare an Invitation for Bid and the Purchase Order. This procedure is also used by Agencies that have received specific delegation from DGS to contract for materials and/or services with a total cost exceeding the Agency threshold identified in Part I Chapter 07, Thresholds and Delegations and utilizing the competitive sealed bidding method of award.
- C. Procedures.**
1. **Agency.**
    - a. Determines the need for the material and/or services.
    - b. Review the purchase requests for compliance with:
      - (1) The requirements listed in Section A.



- m. Processes a Goods Receipt to authorize payment of the supplier's invoice.
    - n. Maintains a record of the procurement and submits required procurement information to DGS.
  - 2. **Comptroller.**
    - a. Processes invoice(s) for payment.
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**References:**

- 1. [Part I Chapter 07, Thresholds and Delegations](#)
- 2. [Bureau of Supplies and Surplus Operations](#)
- 3. [Management Directive 205.22. Recycling, Waste Reduction and Procurement of Environmentally Preferable Products](#)
- 4. [Bureau of Diversity, Inclusion and Small Business Opportunities](#)
- 5. [Notice of Award](#)