Part III Chapter 17  
Purchase Requisitions Estimate Corrections

A. **Requirements.** This procedure is used to approve or disapprove an increase of the original estimate of the cost of services requested on a Purchase Requisition submitted to DGS.

B. **General.** When the bid price of the lowest responsible and responsive bidder exceeds the valuation price amount shown on the Purchase Requisition by more than 10% of the line item or $3,000, whichever is less, DGS will request approval or disapproval from the agency to increase the original estimate before making an award.

1. The $3,000 limit does not apply to the Department of Transportation.

C. **Procedure.** To increase the valuation on the Purchase Requisition:

1. **DGS, Bureau of Procurement:** The commodity specialist will prepare and send the agency procurement officer an e-mail indicating that the bid of the lowest responsible and responsive bidder exceeded the estimated valuation price shown on Purchase Requisition by more than 10% of a line item or $3,000 whichever is less.

2. **Agency Procurement Officer:** Replies to the e-mail indicating whether they approve or disapprove of the bid price.

   a. If approved, the commodity specialist will continue processing the purchase order.

   b. If disapproved, the commodity specialist will cancel the purchase order and return the purchase requisition to the agency.