

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.