

Refer to Policy No. B-10 - Procurement of Commodities and Services - on [College Policies webpage](#) for detailed instructions.



Procurement Guide for the Acquisition of Goods and Services

Thresholds	Selection Criteria	Advertising Requirements	Processing Time (Business Days)	Required Approvals
Up to \$9,999	Purchase of commodities or services directly from a responsible vendor of its choice. Purchaser should take necessary steps to ensure that prices are reasonable. For purchases above \$2,500.00 written documentation should be maintained to support both the selection of the vendor and the reasonableness of the price. Purchaser is responsible in determining that selected vendor will supply item or service in a responsive manner.	None	3 to 5 days	<u>Requisition</u> : Dept. Head / VP of Division <u>Purchase Order</u> : Associate VP for Business Compliance or Director of Purchasing <u>Contract</u> : Specifications: Dept. Head / VP of Division Document: CFO
\$10,000 to \$19,999	Purchase commodities or services directly from a responsible vendor. While no competition is required, you should take the steps necessary to ensure that prices are reasonable. Written documentation should be forwarded to the Purchasing Office to support both the selection of the vendor and reasonableness of price [recommend three (3) vendor prices].	Quarterly listing placed in the <i>New York State Contract Reporter</i> . Automatically submitted to Contract Reporter by Purchasing Office.	3 to 5 days	<u>Requisition</u> : Dept. Head / VP of Division <u>Purchase Order</u> : Associate VP for Business Compliance or Director of Purchasing <u>Contract</u> : Specifications: Dept. Head / VP of Division Document: CFO
\$20,000 to \$49,999	Purchase commodities or services directly from a responsible vendor. College requires receipt, at minimum, three (3) competitive quotes to ensure that prices are reasonable. Written documentation should be forwarded to the Purchasing Office to support both the selection of the vendor and reasonableness of price.	Procurement may be advertised in the <i>New York State Contract Reporter</i> and respondents given the opportunity to submit quote.	3 to 5 weeks	<u>Requisition</u> : Dept. Head / VP of Division <u>Purchase Order</u> : Associate VP for Business Compliance or Director of Purchasing <u>Contract</u> : Specifications: Dept. Head / VP of Division Document: CFO
\$50,000 to \$124,999	Minimum of three (3), preference of four (4) sealed bids or proposals from responsible vendors offering such commodity/service.	Procurement must be advertised in the <i>New York State Contract Reporter</i> and respondents given the opportunity to submit quote.	6 to 8 weeks	<u>Requisition</u> : Dept. Head / VP of Division <u>Purchase Order</u> : Associate VP for Business Compliance <u>Contract</u> : Specifications: Dept. Head / VP of Division Document: CFO
\$125,000 to \$249,999	Minimum of five (5) sealed bids or proposals required. Bid specs to be discussed with Purchasing prior to the advertisement being placed in the NYSCR.	Procurement must be advertised in the <i>New York State Contract Reporter</i> and respondents given the opportunity to submit quote.	12 to 16 weeks	<u>Requisition</u> : Dept. Head / VP of Division <u>Purchase Order</u> : Associate VP Business Compliance <u>Contract</u> : Specifications: Dept. Head / VP of Division Document: CFO
\$250,000 and above	Minimum of five (5) sealed bids or proposals required. Bid specs to be discussed with Purchasing prior to the advertisement being placed in the NYSCR.	Procurement must be advertised in the <i>New York State Contract Reporter</i> and respondents given the opportunity to submit quote.	16 to 24 weeks	<u>Requisition</u> : Dept. Head / VP of Division <u>Purchase Order</u> : Associate VP Business Compliance <u>Contract</u> : Specifications: Dept. Head / VP of Division Document: CFO, System Administration, Office of NYS Attorney General and the NYS Comptroller.