

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



## SUNY OLD WESTBURY

### Procurement Guide for the Acquisition of Goods and Services

Thresholds	Selection Criteria	Advertising Requirements	Processing Time (Business Days)	Required Approvals
Up to \$9,999	Purchaser is responsible in determining that selected vendor will supply item or service in a responsive manner. No other criteria required.	None	3 to 5 days	<b>Requisition:</b> Dept. Head / VP of Division <b>Purchase Order:</b> Assoc VP Business Compliance
\$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	<b>Requisition:</b> Dept. Head / VP of Division <b>Purchase Order:</b> Assoc VP Business Compliance and/or designee <b>Contract:</b> <b>Specifications:</b> Dept. Head / VP of Division <b>Document:</b> 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	<b>Requisition:</b> Dept. Head / VP of Division <b>Purchase Order:</b> Assoc VP Business Compliance and/or designee <b>Contract:</b> <b>Specifications:</b> Dept. Head / VP of Division <b>Document:</b> 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	<b>Requisition:</b> Dept. Head / VP of Division <b>Purchase Order:</b> Assoc VP Business Compliance. <b>Contract:</b> <b>Specifications:</b> Dept. Head / VP of Division <b>Document:</b> 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 <i>NYSCR</i> .	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	<b>Requisition:</b> Dept. Head / VP of Division <b>Purchase Order:</b> Assoc VP Business Compliance <b>Contract:</b> <b>Specifications:</b> Dept. Head / VP of Division <b>Document:</b> 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 <i>NYSCR</i> .	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	<b>Requisition:</b> Dept. Head / VP of Division <b>Contract:</b> <b>Specifications:</b> Dept. Head / VP of Division <b>Document:</b> CFO, System Administration, Office of NYS Attorney General and the NYS Comptroller.