

# Idaho State University

07/01/2018

## PROCUREMENT METHOD DETERMINATION

Is there a current statewide contract for the commodity or service you need?

[https://purchasing.idaho.gov/idaho\\_code.html](https://purchasing.idaho.gov/idaho_code.html)

Yes

NO

### On State Contract?

If the commodity or service is available on a statewide contract you are encouraged to utilize that contract. Exceptions may be approved by the Chief Financial Officer. If there are multiple vendors, select the vendor with the best price, delivery or quality. Form available at : [www.isu.edu/purchasing](http://www.isu.edu/purchasing)

### Does an exemption apply?

Scientific equipment; Educational discount; Professional & Consultant; IT Services; Goods and Services available under the State Use Law. When spending Federal Funds Purchasing requirements may be more stringent. (Check with Purchasing Services on request and approval requirements), follow ISU Purchasing Policy # 2560, § III (D).

What is the anticipated total dollar value of the procurement (including any optional renewals)?

### Under \$10,000

Solicitations not required; Department is encouraged to obtain quotes; ISU may procure on its own, using best business practices and judgement.

### Large or Formal Purchase (\$250,000 and up)

Request for Proposal (RFP) - Services

Invitation to Bid (ITB) - Goods

2- 5 months time line \*

### Small or Informal Purchase (\$10,000 - \$249,999)

Request for Quote (RFQ) - Goods or Services

2- 6 weeks time line \*

#### Steps:

1. Specifications/Vendor List/Checklist
2. Requisition Approval
3. Draft RFQ
4. Release Solicitation (RFQ)
5. Evaluation
6. Legal Review of Agreement/T & C's
7. Award
8. Contract Management/Closeout

#### Steps:

1. Specifications/Vendor List/Checklist
2. Requisition Approval
3. Draft RFP or ITB
4. Evaluation Plan
5. Release Solicitation (RFP/ITB)
6. Pre-bid Conference
7. Questions/Answers
8. Solicitation Opening
9. Evaluation
10. Presentations/Demo
11. Post Evaluation
12. Letter of Intent to Award
13. Legal Review of Agreement/T & C's
14. Award
15. Contract Management/Closeout

\* Time line is an estimate. Actual time may be more or less depending on the completeness of the specifications and complexity of the purchase. When spending Federal Funds the timeline may be longer.