

IDAHO STATE UNIVERSITY

January 24, 2024

PROCUREMENT METHOD DETERMINATION

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

<https://purchasing.idaho.gov/statewide-contracts-list-view/>

Yes

No

On a 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.

Does an exemption apply?

Exemptions are noted in the ISU Purchasing Policy #2560. Requirements for purchases being paid for with Federal Funds are more stringent. If clarification or directions on how to proceed are needed, contact a Buyer within the Purchasing Department at ext. 3111.

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

See instructions below:

Under \$10,000

Solicitations are not required. Department is encouraged to obtain competitive quotes. Purchase will be made 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 – 9 month time line*](#)

Small or Informal Purchase

(\$10,000 - \$249,000)

Request for Quote (RFQ) – Goods or Services

[2 – 6 week 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 - optional
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.

Purchases costing between \$1,000,000 and \$2,000,000 require SBOE Executive Director approval.

Purchases costing more than \$2,000,000 require approval from the entire board of the SBOE. Time must be reserved to present at SBOE quarterly meetings.