

# Purchasing Process

Best Price or Value

Where do I start?

1<sup>st</sup> Question

2<sup>nd</sup> Question

3<sup>rd</sup> Question

Is item or service \$20,000 or more?

Must be purchased on a bid

Bids:  
DCMO bids, NYS contract, ONC BOCES bid, National Purchasing Cooperative bid

If Professional Services (architect, accountant, attorney) – need to do RFP

Is item or service "LIKE" other items or services purchased by other ONC Programs?

Does the BOCES purchase \$20,000 or more of these like items or services?

Examples: office supplies, welding supplies, technology, culinary (food)

Remember: Threshold is not per vendor

Is item or service less than \$20,000?

Not required to buy from bid, but should always look to get best price or value!

Follow quote guidelines:

Cost less than \$500

No additional quote needed

Need vendor name, person who gave quote, date and price

Cost \$500 to \$2,500

2 verbal quotes (one using plus another)

Quotes on vendor letterhead or internet price sheet with price circled.

Cost \$2,501 to \$5,000

2 written quotes

Quotes on vendor letterhead or internet price sheet with price circled.

Cost \$5,001 to \$19,999

3 formal quotes

Quotes on vendor letterhead or internet price sheet with price circled.