C&P General Guidelines

Is it a commodity or a service?

If Commodity

Is the item less than $2500?

Yes

Department may purchase goods under $2500 by using a P Card, Direct BuyForm and Staff reimbursement, Purchase Requisition, or Petty Cash

If Service

No

Is the item between $2501 - $50,000?

Yes

1. For off-the-shelf items or those sold through distributors, depts are allowed to get 3 quotes themselves with award made by Contract & Procurement Services. Submit purchase requisition to Contract & Procurement Services with all quotes attached. OR:
2. Submit requisition for service requirement. Contract & Procurement Services will obtain quotes from vendors and award to the lowest priced bidder. Put “No Vendor” on req.
***If service requirement is only available through one vendor, submit Sole Source Justification (SSJ) with the requisition.

Departments should not sign contracts or agreements with vendors/suppliers.

Service Purchases between $0 - $50,000:

1. For simple service requirements, departments are allowed to get 3 quotes themselves with award made by Contract & Procurement. Submit a requisition to C&P with all quotes attached. OR:
2. Submit requisition for service requirement. Contract & Procurement Services will obtain quotes from vendors and award. Put “No Vendor” on req.
***If service requirement is only available through one vendor, submit Sole Source Justification (SSJ) with the requisition. The SSJ form is located under forms and information.

For >$50,000 purchases and more info, see http://afd.calpoly.edu/cprm/procurement.asp?pid=2#forms

Commodities: Tangible goods including office supplies, furniture, equipment, computers, software, etc.
Services: Non-tangible labor including repairs, maintenance, consulting, rentals and leases, any type of installation, speakers/lecturers, etc.
Public Works: Construction, alteration, repair or improvement of any public structure, building, road or other public improvement of any kind.

Note: Efforts must be made to meet the CA Certified Small Business and Disabled Veterans participation. If Small Business (Commodity), no sole source is required.