

COMPETITIVE PROCUREMENT GUIDELINES

AMOUNT	ACTION REQUIRED	COMMENTS	LEAD TIME (DAYS)
Up to \$10,000	Price must be deemed fair and reasonable by the procurement officer	Any back up pricing should be included with purchase requisition	1-3 days
Over \$10,000 up to \$50,000	Advertised, written solicitations of quotes, bids or proposals	USC Purchasing must prepare and issue the solicitation.	10-21 days
Over \$50,000 up to \$1,000,000 Information Technology	Advertised written solicitations of bids or proposals	USC Purchasing must prepare and issue the solicitation.	21-60 days (dependent upon complexity)
Over \$50,000 up to \$1,500,000 Goods and Services	Advertised written solicitations of bids or proposals	USC Purchasing must prepare and issue the solicitation.	21-60 days (dependent upon complexity)
Over \$1,000,000 Information Technology	Advertised written solicitations of bids or proposals	Information Technology Management Office must prepare and issue the solicitation.	45-90 days
Over \$1,500,000 Goods and Services	Advertised written solicitations of bids or proposals	State Procurement Office must prepare and issue the solicitation.	45-90 days

NOTES:

Always consult with your Business Manager or the Purchasing department.

This should always be done prior to taking any action to procure goods or services.

1. This will ensure that the required procurement action is performed prior to having a vendor provide goods or services
2. This will ensure that the required procurement action is performed prior to having any associated contract documents signed
3. All contract documents must be sent by the initiating department (along with a Contract Approval Form) to the Legal department for review and authorized signature
4. If a procurement falls close to \$10,000.