

RECOMMENDED CHANGES FOR PURCHASING AUTHORITY THRESHOLD

| WHAT | CURRENT THRESHOLD | PROPOSED THRESHOLD | PROCUREMENT METHOD | TOOL FOR EXPENDITURE | APPROVING AUTHORITY | POLICY SECTION |
|-----------------------|---------------------|---------------------|------------------------------|--|--|-----------------------|
| Commodities/Goods | <\$5,000 | <\$7,500 | Informal Quote | Departmental Purchase Order/Vendor Claim | Department Head | 1.1.6, 1.1.9, & 1.4.6 |
| Commodities/Goods | >\$5,000 - \$25,000 | >\$7,500 - \$50,000 | Informal OR Formal Quote | Purchase Order | CAO/Delegated Authority | 1.1.6, 1.1.9, & 1.4.6 |
| Commodities/Goods | >\$25,000 | >\$50,000 | Formal Invitation to Bid | Purchase Order | CAO/Delegated Authority | 1.1.6, 1.1.9, & 1.4.6 |
| Professional Services | <\$5,000 | <\$7,500 | Simple Services Contract | Contract | Department Head | 1.7.0 |
| Professional Services | >\$5,000 <\$50,000 | >\$7,500 <\$50,000 | Informal OR Formal Quote | Standard Contract | County Administrator | 1.7.0 |
| Professional Services | >\$25,000 | >\$50,000 | Formal Request for Proposals | Standard Contract | County Administrator (Contracts <\$75,000) | 1.7.0 |
| Professional Services | >\$25,000 | >\$50,000 | Formal Request for Proposals | Standard Contract | County Board of Supervisors (Contracts >\$75,000) | 1.7.0 & 1.8.0 |