

## Procurement Spend Overview

### Purchase of Goods

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0 - \$5,000	P-Card or Enter Requisition for One-Shot Purchases
0 - \$29,999	Secure 1 quote. (Competition is encouraged). <ul style="list-style-type: none"><li>- Department Director shall maintain written documentation in their file to show that the price is fair and reasonable.</li><li>- Department must add a note on requisition or contract form stating that, "the department file has been documented to show that they checked the market and determined the price to be reasonable.</li></ul>
\$30,000 - \$89,999	Informal Bid Process. Prepare/Issue an IFB <ul style="list-style-type: none"><li>- Submit a Request to Solicit (RTS) form.</li></ul>
\$90,000 +	Formal Bid Process. Prepare/Issue an IFB <ul style="list-style-type: none"><li>- Submit a Request to Solicit (RTS) form.</li></ul>

### Other Services

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\$0 - \$49,999	Secure 1 quote. (Competition is encouraged) <ul style="list-style-type: none"><li>- Approval from an Assistant County Manager or County Manager is required.</li></ul>
\$50,000 - \$89,999	Secure 3 quotes. RFP process is not required.
\$90,000 +	RFP process applies. Assistant County Manager or County Manager may exempt a service (non-A/E/S or non-IT) <ul style="list-style-type: none"><li>- Note: If federal funds are being used, the estimated spend must be \$250,000 and above.</li></ul>

### **Construction and Repair**

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\$0 - \$30,000	Secure 1 quote, requisition to PO or Contract (competition is encouraged)
\$30,000 - \$499,999	Informal Bid Process. Prepare/Issue an IFB
\$500,000+	Formal Bid Process. Prepare/Issue an IFB

### **Professional Services**

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\$0+	Request for Qualifications method must be used in accordance with N.C.G.S. section 143-64.31 and 143-64.32.
Up to \$49,999	The County Manager may exempt projects from qualifications-based selection process for which the estimated professional fee is less than \$50,000.

### **Other P-Card Limit Update**

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The standard single transaction limit will be raised from \$2,500 per purchase to **\$5,000** upon request, effective July 1, 2023. To request a single transaction P-Card limit increase, contact Erick Perjuste, Procurement Specialist at [erick.perjuste@unioncountync.gov](mailto:erick.perjuste@unioncountync.gov) to obtain the applicable form.