

## PROCUREMENT REQUIREMENTS FOR SERVICES

<b>Federal (2 CFR 200.320)</b>	<b>Sonoma County</b>
<p><b>Less than \$10,000</b> <i>Micro-purchase</i> Informal (No quotes required)</p> <ul style="list-style-type: none"> <li>• Cost considered to be reasonable</li> <li>• Distribute equitably among suppliers to the extent practical</li> <li>• Prudent person test</li> </ul>	<p><b>\$0 to \$5,000</b> No quotes/procurement required</p> <p><b>Approval: Department Head</b></p> <ul style="list-style-type: none"> <li>• Executed Contract</li> <li>• Insurance Certificate</li> <li>• Independent Contractor Checklist</li> <li>• Living Wage Verification</li> </ul>
<p><b>\$10,000 - \$249,999</b> <i>Small Purchase</i> (Relatively simple and informal)</p> <ul style="list-style-type: none"> <li>• Obtain/document price or rate quotations from a reasonable number of qualified sources (at least three per 24 PS 8.807.1)</li> <li>• Written or documented quotes</li> </ul>	<p><b>\$5,000 to \$50,000</b> Department Informal Solicitation (outside of EFS)</p> <p><b>Approval: Department Head</b></p> <ul style="list-style-type: none"> <li>• Executed Contract</li> <li>• Insurance Certificate</li> <li>• Independent Contractor Checklist</li> <li>• Living Wage Verification</li> </ul>
<p><b>\$250,000 or more</b> Competitive Proposals (Formal RFPs)</p> <ul style="list-style-type: none"> <li>• Conducted with more than one source submitting an offer</li> <li>• Price in not used as sole selection factor</li> <li>• Fixed price or cost-reimbursement type contract is awarded</li> <li>• Cost or price analysis for purchases in excess of the Simplified Acquisition threshold</li> </ul>	<p><b>\$50,001 to \$100,000</b> Supplier Portal Solicitation (published in EFS)</p> <p><b>Approval: Purchasing Agent</b></p> <ul style="list-style-type: none"> <li>• Executed Contract</li> <li>• Insurance Certificate</li> <li>• Independent Contractor Checklist</li> <li>• Living Wage Verification</li> </ul>
	<p><b>Above \$100,000</b> Supplier Portal Solicitation (published in EFS)</p> <p><b>Approval: Board of Supervisors (BOS)</b></p> <ul style="list-style-type: none"> <li>• Executed Contract</li> <li>• Insurance Certificate</li> <li>• Independent Contractor Checklist</li> <li>• Living Wage Verification</li> <li>• County Counsel Approval</li> <li>• Approved BOS Summary</li> </ul>
<p><b>Non-competitive Proposals</b></p> <ul style="list-style-type: none"> <li>• Solicitation from only one source</li> <li>• Used only when qualifying circumstances apply</li> <li>• Fixed price or cost-reimbursement type contract is awarded</li> </ul>	<p><b>Non-Competitive Procurement</b> See County (over \$50,000) and HSD (under \$50,000) Waiver Forms</p>

**Note: Must follow the most restrictive procurement method to ensure compliance.**