

Delegated Agency Authority General Purchasing Process

Informal

Goods Under \$5,000

- Create informal bid
- Post on TSB web site (required)
- Obtain 3 informal phone/fax bids
- Complete purchase order (attach the TSB posting and information bid sheet)
- Make purchase

Informal/Formal

Goods \$5,000 & Over Requires Either:

- GSE bid
 - ✚ Post on TSB web site (required)
- or
- Agency Direct Advanced Level Bid Authority – up to \$50,000
 - ✚ Post on TSB web site (required)

Master Agreement Purchases

Agencies Should Purchase from Master Agreements without Further Competition

- Create a Delivery Order for purchase of goods or services available on Master Agreements
- Make purchase
 - ✚ Agency utilization and support of competitively bid Master Agreements will allow for continuous improvement of these contracts

Iowa Prison Industries (IPI)

If an item or service can be provided by IPI, agencies must purchase from IPI unless a waiver is obtained.

Exception: Agencies may purchase from a Targeted Small Business (TSB) up to \$10,000 without further competition and without a waiver from IPI.

P-card

- To purchase goods - **not** services
- Requires a competitive bid process unless the purchase is from DAS GSE contracts (which are competitively bid) or from a TSB

Informal

Services Under \$5,000

- No required bid
- Complete purchase order
- Make purchase

Informal

Services \$5,000 - \$50,000 and Unique to an Agency

- Create informal bid
- Post it on TSB web site (required)
- Obtain 3 informal bids (RFQ)
 - ✚ It is highly recommended that informal bids be posted on the bid opportunities web site
 - ✚ Informal service requests can be bid through GSE
- Select vendor and create purchase order (attach the TSB posting and bid information sheet)
- Make purchase

Formal

Services Over \$50,000 and Unique to an Agency

- Create formal bid
- Post on TSB web site (required)
- Post to the bid opportunities web site (required)
- Obtain formal sealed bids (RFP RFB)
 - ✚ Formal service requests can be bid through GSE
- Select vendor and create purchase order (attach the TSB posting and bid information sheet)
- Complete purchase order
- Make purchase

Important Information

The above is general information based upon current Iowa Code and the Administrative Rules and applies to those agencies not exempted by law or given delegated authority. See Administrative Rules, Chapters 105-107 for detailed information.

Note: There are additional processes and/or rules for construction purchases.