

## PURCHASING BID LIMITS

The Purchasing Department shall convert the purchase requisition to a purchase order by following the competitive pricing procedures approved by the District Board of Trustees.

- Broward College Procurement Policy Requirements, [6Hx2-6.34](#)
- Florida Department of Education, Rules of Community Colleges, Rule 6A-14.0734; [Florida Statutes 287.017](#)

### State Approved Purchasing Dollar Thresholds

PURCHASES UP TO \$4,999.99	Requesting department shall identify the method providing the best value for the required goods or services. Diverse vendors (including M/WBEs and SDBs) listed on the College's vendor database, shall be contacted for participation.
\$5,000.00 to \$14,999.99	The requesting department shall obtain telephone quotes for the desired commodity or service using the College's standard <a href="#">Vendor Telephone Quotation Form</a> . At least three (3) available vendors, of which at least two (2) must be diverse vendors (including M/WBEs and SDBs) listed on the College's vendor database, shall be contacted for quotation.
\$15,000.00 to \$64,999.99	The Procurement Services Department shall process a Request to Quote (RTQ) for the required commodity. When services in this dollar threshold are required and a RTQ is not appropriate the Procurement Services Department may process a Request for Letters of Interest (RLI) to available vendors. Diverse vendors (including M/WBEs and SDBs) listed on the College's vendor database, shall be contacted for participation.
\$65,000.00 and above	The Procurement Services Department shall release a formal competitive solicitation (e.g., Invitation to Bid (ITB), Request for Proposals (RFP) or Invitation to Negotiate (ITN), as applicable, in the accordance with requirements of corresponding procedure. Diverse vendors (including M/WBEs and SDBs) listed on the College's vendor database, shall be contacted for participation.