Purchasing Chart Summary

The following rules apply to purchases that procurement staff determines are not Public Works; are not exempt from the State Purchasing Act ([O.C.G.A.](http://www.lexis-nexis.com/hottopics/gacode/Default.asp)Official Code of Georgia Annotated) Section 50-5-1; are not on mandatory statewide contracts; are not on existing state entity (UWG) contracts; and are not available from statutory sources, Georgia Enterprises ([GEPS Mandatory Procurement List)](http://doas.ga.gov/StateLocal/SPD/Docs_SPD_General/StateUseProcurementList.pdf) and Georgia Correctional Industries ([GCI](http://www.gci-ga.com/)).

Purchases that are not covered under any of the above categories may be made from convenience statewide contracts, [GEPS](http://www.georgiaenterprises.com/)Georgia Enterprises for Products and Services preferred products, piggyback contract awards, cooperative contract awards or from an open market (UWG selection process) as noted below.

*The payment method is not a factor in determining the appropriate source selection process.*

|  |  |  |
| --- | --- | --- |
| **Estimated Contract Amount** | **Process** | **Posting Times** |
| Under $5,000 | Three Quotes Recommended. Purchasing may obtain or confirm competitive quotes at their discretion | N/A |
| $5,000-$24,999.99 | Three Documented Quotes or Justification Required. Submit Quotes or Requirements to Purchasing | N/A See Schedule below if Solicitation is posted on the Georgia Procurement Registry (GRP) |
| **See Below** | **GRP Solicitation and Award Posting Times are in Addition to Solicitation Development & Evaluation Times Which Vary Widely Based on the Nature of the Procurement**  | **Minimum Posting Times for Solicitation.** **Add 10 Calendar Days for Award Notice Posting** |
| Under $10,000 |  | 3 Business Days |
| $10,000 - $49,999,99 |  | 7 Calendar Days |
| $50,000 - $99,999.99 |  | 8 Calendar Days  |
| $100,000 - $249,999.99  |  | 10 Calendar Days |
| $250,000 or More |  | 15 Calendar Days |
| \*Sole Source $25,000 - $249,999.99 | Posting Requirement is For Award Notice Only  | 5 Business Days |
| Sole Source $250,000 or More | Posting Requirement is For Award Notice Only | 15 Business Days  |

\*Purchases from a Cooperative or Consortia contract require the same Award Posting Process as the Sole Source.

Purchases from convenience statewide contracts and [GEPS](http://www.georgiaenterprises.com/)Georgia Enterprises for Products and Services preferred products do not require posting. Purchases from “Piggyback” (other Agency) contracts require prior State Purchasing Division (SPD) approval.