

## SUMMARY OF PROCUREMENT POLICIES

<b>Goods, Non-Professional Services, and Non-Transportation Related Construction</b>	<b>Procedure</b>	<b>Award Approval</b>
Up to \$10,000	One (1) quote is required. P-Card is the preferred purchasing and payment option; however, a requisition may be submitted to Procurement. Term Contracts may be utilized.	Division
\$10,000 to \$200,000	Division submits approved requisition to Procurement with estimated budget amount. An unsealed (informal) quote/proposal shall be solicited by Procurement from three sources in response to a Request for Quote (RFQ) or Request for Proposal (RFP). Obtain approval of the Division Director.	Procurement
\$200,000+	Division submits approved requisition to Procurement with estimated budget amount. Procurement issues a formal solicitation.	Non-Construction Procurement Construction >\$200,000 Board
<b>Professional Services</b>	<b>Procedure</b>	<b>Award Approval</b>
<\$80,000	Division submits approved requisition to Procurement with estimated budget amount. An unsealed (informal) quote/proposal shall be solicited by Procurement from three sources in response to a Request for Quote (RFQ) or Request for Proposal (RFP). Obtain approval of the Division Director.	General Manager or Procurement Manager
>\$80,000	Competitive negotiations process with the issuance of an RFP.	<\$100,000 General Manager or Procurement Manager  >\$100,000 Board
<b>Emergency</b>	<b>Procedure</b>	<b>Award Approval</b>
> \$10,000	Competition required, if possible. Written determination of the basis of the emergency and for the selection of the particular contractor shall be included in the contract file. Public posting is required on Loudoun Water website.	<\$200,000 Procurement Manager >\$200,000 General Manager
<b>Sole Source</b>	<b>Procedure</b>	<b>Award Approval</b>
> \$10,000	Upon written determination that there is only one source practicably available for that which is to be procured, a contract may be negotiated and awarded to that source. Procurement prepares written notice to be included in the contract file. Public posting is required on Loudoun Water website.	<\$200,000 Procurement Manager >\$200,000 General Manager