

PURCHASE PROCEDURES AND THRESHOLDS

Effective July 01, 2024

State agencies are only required to use the formal bidding procedures when a purchase is made in an amount that exceeds the threshold limit.

1. Materiel and Non-Professional Services*

- Less than \$50,000, – Open Market Purchase
- \$50,000 - \$99,999.99 – 3 Written Quotes
- \$100,000 and over – Formal Bid

2. Public Works

- Less than \$150,000 – Open Market Purchase
- \$150,000 - \$249,999.99 – 3 Letter Bids
- \$250,000 and over – Formal Bid

3. Professional Services

- Less than \$100,000 – Open Market
- \$100,000 - \$149,999.99 – 3 Letter Bids
- \$150,000 and over – Formal RFP Process

Minimum Three-Quote/ Bid Guidance

1. Not less than one quote must be sought from a Certified Diverse vendor from one of the following databases: (The University shall not be limited to three quotes)
 - o <https://business.delaware.gov/osd-search/?type=OSD>
 - o <https://deldotcivilrights.dbesystem.com/>
2. Two other quotes may be from any other vendor.

* In case of Materiel and Non-Professional Services, the dollar amount identified is a yearly cumulative limit (12 months cumulative limit). The dollar amount identified for Public Works and Professional Services are on a contract by contract basis, for which contracts shall not be fragmented to avoid reaching the dollar amount, and annual thresholds do not apply.

"Materiel" means materials, equipment, tools, supplies, or any other personal property, but does not include real property or electric, gas, water, telephone or similar utilities.

"Public works contract" means construction, reconstruction, demolition, alteration and repair work and maintenance work.

"Professional services" means services which generally require specialized education, training or knowledge and involve intellectual skills. Examples of professional services include, but are not limited to, engineering, environmental engineering, environmental monitoring, land surveying, landscape architecture, geology, architectural, archaeologists, architectural historians, historians, educational consultants, management, medical, teaching, planning, computer information management, financial, accounting, auditing, construction management and arbitration services.

"Non-professional services" means services which does not require specialized education, training or knowledge and involve intellectual skills. Examples are cleaning and grass mowing, etc.