THE PUBLIC PURCHASING ROADMAP

START HERE: IS THE PURCHASE OVER THE *QUOTE THRESHOLD? (YES OR NO)

NO - It's not over \$6,600*: YES – If yes, then is the purchase from then just submit a Requisition an awarded BID, RFP, NJ State Contract, with written quote / backup. or other County Co-op (like MCCPC)? or YES or NO, it's over \$6,600 but also under \$44,000: then a minimum of TWO (2) written quotes are required. If over \$17,500 Governing Body approval is required for award of the lowest Quote. Under \$17,500 is a requisition with backup. or If yes, then Purchasing can process NO – then is the service or good exempt requisition + with back-up that must from public bidding per NJ LPCL 40A:11-5, include actual co-op award information, "Exceptions", Yes or No? or Notice of Award. + Cannot be used when over \$44,000. If YES, and the purchase is over \$17,500, then a so-called Fair & Open (RFP) can be advertised, IF NO, THEN SUBMIT or the agency can use a NON-FAIR & OPEN (NF&O) proposal process (or Alternate Procurement **SPECIFICATIONS TO** Method or APM). The NF&O/APM can only be used if vendor has made political contributions

If <u>YES</u>, and the purchase is over \$17,500, then a so-called Fair & Open (RFP) can be advertised, or the agency can use a NON-FAIR & OPEN (NF&O) proposal process (or Alternate Procurement Method or APM). The NF&O/APM can only be used if vendor has made political contributions of \$300 or less in the last year, and current year, for any local/county influencing politicians or political associations. The limit applies to the following year, or life of contract. There are various forms required with the NF&O, including the Business Entity Disclosure Certification.

SPECIFICATIONS TO PURCHASING OFFICE FOR BID REQUEST

* NOTE: 15% OF THE L.P.C.L. BID THRESHOLD IS THE ACTUAL CALCULATION OF A PUBLIC ENTITY QUOTE THRESHOLD, CURRENTLY CALCULATED AT \$6,600 (\$15% of the \$44,000 BID THRESHOLD) – ANY PURCHASE AT / OVER \$44,000 REQUIRES CONTRACT!