



## Small Purchase Guide

**Information Technology:** All software and hardware products or services being purchased for use on the Powhatan County network must be pre-approved by the IT department. This includes web only products if they are used to conduct any County business or will contain any County data. To get approval, send in an IT Help Desk ticket with the subject line “IT Purchase Approval Request” and include the name, a summary of what is being purchased, and if the item being purchased is a new product, replacing an existing product, or upgrading an existing product.

**Signature Authority:** Employees are not authorized to sign contracts or vendor forms for any amount. If a vendor requires a signature on any purchase-related form or contract (e.g., Vendor produced purchase order, terms and conditions, etc.), send all information to the Purchasing for review and approval.

### **All Purchases:**

**Micro Purchase- Under \$10,000:** Single transactions under \$10,000 do not require competition; however, it’s strongly encouraged. When requesting a quote for a micro purchase, the department should include Powhatans General Terms and Conditions.

**ALL PURCHASES OVER \$10,000 REQUIRE A PURCHASE ORDER.**

### **Goods and Non-professional Services: (and transportation-related construction up to \$25,000)**

**\$10,000 up to \$100,000:** *Requires the department to solicit at least three (3) businesses to submit written quotes.* Enter a Purchase Requisition, attaching copies of the written quotes received using Keystone. Purchasing will review documentation. If approved, a purchase order will be issued by Purchasing to the vendor with the Powhatan County’s Terms and Conditions attached. Purchase Requisitions without proper documentation may be returned to the requesting department

**\$100,000 up to \$200,000:** *Requires Purchasing to solicit at least (3) businesses for written quotes. Purchasing may delegate this responsibility to the Department Head or designee.* Purchasing will review documentation and, if approved, a purchase order will be issued and distributed to the vendor.

**Over \$200,000:** Requires formal solicitation by Purchasing. Contact Purchasing to discuss the process.

### **Non-transportation Construction:**

**\$10,000 up to \$100,000:** *Requires the department to solicit at least three (3) businesses to submit written quotes.* Enter a Purchase Requisition, attaching copies of the written quotes received using Keystone. Purchasing will review documentation. If approved, a purchase order will be issued by Purchasing to the vendor with the Powhatan County’s Terms and Conditions attached. Purchase Requisitions without proper documentation may be returned to the requesting department

**\$100,000 up to \$300,000:** *Requires Purchasing to solicit at least (3) businesses for written quotes. Purchasing may delegate this responsibility to the Department Head or designee.* Purchasing will review documentation and, if approved, a purchase order will be issued and distributed to the vendor.

**Over \$300,000:** Requires formal solicitation by Purchasing. Contact Purchasing to discuss the process.

**Professional Services:** *work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy or professional engineering.*

**\$10,000 up to \$80,000:** *Requires the department to solicit at least three (3) businesses to submit written proposal.* Enter a Purchase Requisition, attaching copies of the written quotes received using Keystone. Purchasing will review documentation. If approved, a purchase order will be issued by Purchasing to the vendor with the Powhatan County's Terms and Conditions attached. Purchase Requisitions without proper documentation may be returned to the requesting department

**\$80,000 and up:** Requires formal solicitation by Purchasing. Contact Purchasing to discuss the process.

## **Other Procurement Methodes:**

### **Cooperative Procurement:**

The purchase of goods and services may be made through contracts awarded by other governmental bodies when it is determined that such use is in the best interest of the County and the contract includes competitive language. Any public body may purchase from another public body's contract even if it did not participate in the request for proposal or invitation to bid, if the request for proposal or invitation to bid specified that the procurement was a cooperative procurement being conducted on behalf of other public bodies. Contracts for professional services and construction are excluded.

### **Emergency Procurement:**

An emergency situation exists when the safety, health or welfare of the public is vitally affected by: (a) a breakdown in machinery and/or threatened termination of essential services (including maintenance and repair of essential office equipment), or (b) the development of a dangerous condition, or (c) any other circumstance in which supplies are needed for immediate use. In the event of an emergency, a contract may be awarded without competition; however, such procurement shall be made with such competition as is practicable under the circumstances.

Written determination of the basis for the emergency and for the selection of the contractor shall be included in the contract file. The department shall complete an Emergency Purchasing Notification Form, located on the Powhatan County website, stating that the contract is being awarded on an emergency basis and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be sent to Purchasing and posted on the County website.

### **Sole Source:**

Upon a determination in writing 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 without competitive sealed bidding or competitive negotiation. The writing shall document the basis for this determination. If a requesting department desires to procure goods or services that it believes are available from a single source, a Sole Source Form, located on the Powhatan County website, must be completed and sent to the Purchasing for approval. This notice shall be posted on the County website.