

# Purchasing Thresholds

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This document outlines the established purchasing thresholds required by College policy. These thresholds apply to the full cost of a procurement, including shipping and other charges. It is unlawful to split or divide a procurement into smaller procurements with the intent to circumvent any established threshold. These thresholds apply to all procurements except 1) procurements made against an established contract and 2) procurements for resale items for resale operations approved by Purchasing & Accounts Payable. These thresholds do apply to procurements that are purchased by one College department with the sole intent of reselling to another College department.

**Small Dollar Purchase Threshold:** threshold under which departments may procure supplies and services in accordance with the Small Dollar Purchase Guidelines. Orders over this threshold must be purchased with a purchase order or contract.

- \$2,500

**Small Dollar Bid Thresholds:** thresholds over which adequate competition must be sought in accordance with the Purchasing & Accounts Payable Operating Guidelines. All procurements under the Small Dollar Bid Threshold and over the Small Dollar Purchase Threshold may be placed directly with a vendor at the discretion of Purchasing & Accounts Payable. Purchasing & Accounts Payable may bid procurements under the Small Dollar Bid Threshold if it would be in the best interest of the College.

- \$100,000 – Procurements from an approved vendor list
- \$50,000 – Professional Services\*
- \$50,000 – Enterprise Software\*\*
- \$50,000 – Construction
- \$15,000 – Facility Repair\*\*\*
- \$5,000 – All other supplies and services

**Large Dollar Bid Thresholds:** thresholds over which a formal, advertised solicitation must be conducted in accordance with the Purchasing Operating Guidelines.

- \$100,000 – Professional Services\*
- \$100,000 – Enterprise Software\*\*
- \$100,000 – Construction
- \$50,000 – All other goods and services

All procurements for construction will be in accordance with DFCM Procurement Rules.

All procurements for Design Professional Services, as defined in the Utah Procurement Code, which includes architects and engineers, will be in accordance with Utah State Procurement Rules, including thresholds and procedures.

\*Professional services means a service that requires a high degree of specialized knowledge and discretion in the performance of the service, including, but not limited to:

- legal services
- consultation services
- architectural services
- engineering
- design
- underwriting
- bond counsel
- financial advice
- construction management
- medical services
- psychiatric services
- counseling services
- art
- software design and programming
  - does not include customization of ready-made, commercially available software

\*\*Enterprise software is computer software used to satisfy the needs of the College, not just individual users or departments. Software that satisfies the needs of more than one department may be considered enterprise software.

\*\*\*Facility repairs include repair of buildings, HVAC, water, sewer, electrical, and other utilities. It also includes any repair of equipment needed for the safe operation of facilities.