Purchasing Flow Chart

Is the item/service available from your agency's current contracts?

- **Yes** → If there is an agency contract in place, purchase directly from it.
- **No** ↓

Is the procurement item/service available from another state agency?

- **Yes** → If the item/service is available through one of the following agencies and it meets the minimum requirement, the agency must purchase through these mandatory use providers.
  - State Fleet Operations
  - Utah Correctional Industries
  - State Mail and Distribution
  - Department of Technology Services
  - State Print Services
- **No** ↓

Is the item/service available through a State Cooperative Contracts?

- **Yes** → Executive branch agencies are required to procure through a State Cooperative Contract, regardless of dollar amount, when the contract offers products/services that meet the agency's requirements.
- **No** ↓

Does the individual procurement item(s) cost less than $1,000?

- **Yes** → When each item in the procurement costs $1,000 or less AND the total procurement is a maximum amount of $5,000, the small purchase–quotes not required–rule, allows the agency to select the best source without seeking competitive quotes. An agency may not spend a maximum of $50,000 in a fiscal year with an individual vendor using the small purchase–quotes not required–rule. This rule cannot be used for ongoing services.
- **No** ↓

Does the individual procurement item cost more than $1,000 but less than $5,000 AND does the total purchase cost less than $5,000?

- **Yes** → When the individual procurement item cost is more than $1,000 but less than $5,000 AND the total procurement is less than $5,000, the agency must obtain competitive quotes. The agency must purchase the item/service from the supplier offering the lowest quote meeting specifications. Instructions concerning the quote process can be found in the *Request for Quotation Sheet* which is located at http://purchasing.utah.gov/purchasingforms.html

  After all known vendors have been contacted, if only one vendor offers a quote, State Purchasing must be contacted for authorization to proceed.
- **No** ↓

Will the total purchase cost more than $5,000?

- **Yes** →

Are there multiple potential vendors?

The agency shall enter an RQS (can result in a purchase order or agency contract) or an RQM (only can result in an agency contract). The agency does not collect quotes. Quotes/bids will be obtained by the Division of Purchasing.

Does the procurement meet the sole source procurement definition as found in Code and Rule?

The agency must complete a sole source request and submit it with a quote from the vendor to State Purchasing. A sole source for a PO must also have an RQS number.