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: 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  

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

Is the item/service available through a State Cooperative Contracts?  
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: Does the item/service available from another state agency meet the sole source procurement definition as found in Code and Rule?  
Yes: 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.  

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

No: Does the item/service available from another state agency meet the sole source procurement definition as found in Code and Rule?  

Will the total purchase cost more than $5,000?  
Yes: Are there multiple potential vendors?  

No: 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.  

After all known vendors have been contacted, if only one vendor offers a quote, State Purchasing must be contacted for authorization to proceed.  

Rev. 2 December 2015