Purchasing Flow Chart

Is the desired item or service available from a mandatory use state agency or a set-aside contract (required use)?

Yes →

If the item or service is available through one of the following agencies and meets the minimum requirement, the agency must purchase through these mandatory use providers.

- Utah Correctional Industries (63G-6a-804)
- Division of Risk Management (63A-4-103)
- Division of Technology Services (63G-63a-109.5)
- Community Rehabilitation Program Set Aside Contracts (63G-6a-805)
- State Fleet Operations (63A-9-401)
- State Mail and Distribution (63A-2-103)

When purchasing from mandatory use agencies, the ordering agency does not need to obtain competitive quote and no dollar threshold applies.

No ↓

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

Yes →

Contract the contractor and purchase directly from the agency contract.

No ↓

Is the item/service available through a State Cooperative Contract?Statecontracts.utah.gov

Yes →

Executive branch agencies must procure through a State Cooperative Contract (SCC), regardless of dollar amount, if the contract meets the agency's requirements (63G-6a-2105(3)).

Before purchasing from the SCC, the end user must review the contract and follow the ordering instructions. Ensure the contract's "expiry date" is not past, as purchasing from an expired contract is prohibited.

No ↓

Would the agency like to utilize items or services available from another Utah public entity, such as a state agency, university, or municipality? (optional use)

Yes →

A Utah procurement unit may purchase items produced or provided by another Utah public entity (as defined in 63G-6a-103(64)) without using a standard procurement process (see 63G-6a-2103). When purchasing from another Utah public entity, the ordering agency does not need to obtain competitive quotes, and no dollar threshold applies.

No ↓

Is the cost of the highest item being purchased $5,000 or less, AND is the total cost of all items being purchased $10,000 or less?

Yes →

If the cost of the highest item being purchase is $5,000 or less AND the total cost of all items being purchased is $10,000 or less, no quotes are required.

The agency may select the best source without seeking competitive quotes. The agency may not exceed $50,000 in a fiscal year with a single vendor for purchases from the best source without obtaining quotes.

No ↓

Is the cost of highest item being purchased exceed $5,000, AND is the total cost of all items being purchased $10,000 or less?

Yes →

If the highest priced item being purchased costs more than $5,000, and the total purchase cost is $10,000 or less, the agency must obtain at least two competitive quotes.

The item/service must be purchased from the supplier offering the lowest quote that meet specifications stated in the request for quotation. For detailed quote process instructions, refer to the *Request for Quotation Sheet* at purchasing.utah.gov/purchasing/forms

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 exceed $10,000?

Yes →

A solicitation must be completed by the Utah Division of Purchasing.

If a purchase order is required, the agency's finance team must submit an RQS in Vantage.

If a contract is required, the agency's finance team must submit an RQM in Vantage.

Then email purchasingsolicitations@utah.gov information about what needs to be purchased. Use the complete RQS or RQM number as the subject of the email (example: RQS 250 2612000001).