Purchasing Flow Chart

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. When purchasing from mandatory use agencies, the ordering agency does not need to obtain competitive quote and no dollar threshold applies.
- Utah Correctional Industries (63G-6a-804)
- State Fleet Operations (63A-9-401)
- Division of Technology Services (63F-1-205)
- State Print Services (63A-2-103)
- State Mail and Distribution (63A-2-103)

If there is an agency contract in place, purchase directly from it.

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. Before purchase, the end user must review the contract and follow the ordering instructions provided. Review the expiry date; purchasing from an expired contract is not allowed.

A procurement unit, as defined in 63G-6a-103(58), may purchase a procurement item or items produced or provided by another procurement unit, as defined in 63G-6a-103(58), without using a standard procurement process (63G-6a-2103).

When each item in the procurement costs $5,000 or less AND the total procurement is $10,000 or less, the standard small purchase process—no quotes required allows the agency to select the best source without seeking competitive quotes. An agency may not exceed $50,000 in a fiscal year with a single vendor for purchases using the standard small purchase process—no quotes required. This process cannot be used for ongoing services that exceed $10,000 in 5 years.

When the individual procurement item cost is more than $5,000 AND the total purchase is $10,000 or less, the agency must obtain at least two competitive quotes. The agency must purchase the item/service from the supplier offering the lowest quote while 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. This process cannot be used for ongoing services that exceed $10,000 in 5 years.

Send the request to the Utah Division of Purchasing. The agency does not collect quotes. The Utah Division of Purchasing will complete the solicitation. The agency shall enter an RQS (becomes a purchase order) or an RQM (becomes an agency contract) into FINET. Send an email to purchasingsolicitations@utah.gov with the subject of the mail being the RQS or RQM number.

- Would the agency like to utilize item/services available from another Utah public entity?

- Does the individual procurement item cost $5,000 or less?

- Do any of the individual procurement items cost more than $5,000 AND does the total of all of the items cost $10,000 or less?

- Will the total purchase cost more than $10,000?