

Procurement Reference Guide

	Existing Cal State L.A. Resources	Procurement Card	Informal Solicitation	Informal Solicitation	Formal Solicitation	Public Works Formal/Informal Solicitation	Sole Source
Dollar Amount	Any Dollar Amount	\$1-\$500 or approved limit	\$1-\$49,000 require written quotes	\$50,000-\$100,000 require three written quotes	\$100,000 and up	\$1,500 and up require written quotes	\$50,000 and up for services and commodities, exclude public works
Department Responsibility	Purchase Directly through campus chargeback/invoice. Vendor List: UAS Vendors, University Hospitality, Printing Center, Distribution Center, Cashiers, Procurement, Barnes And Noble.	Consult procurement card manual or the procurement department.	Create requisition in CMS PSFT Financials. Include quote for items or services, if necessary ITS forms.	A written project scope must be obtained from at least three vendors. Create requisition in CMS PSFT Financials. Include quote for items or services, if necessary ITS forms.	Create requisition in CMS PSFT Financials. Include quote for items or services, if necessary ITS forms. Contact Procurement and Contracts to evaluate	Create requisition in CMS PSFT Financials. Include quote for items or services, if necessary ITS forms. Contact Procurement and Contracts to evaluate	Provide justification of unique performance and features of product, and why other products that could be considered will not meet requirements. Provide specs for goods or services. Create requisition in CMS PSFT Financials.
Procurement, Contracts and Responsibilities	None	Provide support as needed including technical support, advice, identification of best value and possible vendors, including vendors that support university diversity efforts	Review scope of work. Minimum of 1 quote in collaboration with the requesting department. purchasing may contact other sources, obtain other quotes or utilize other entity contracts	Review specs obtain minimum of 3 quotes in collaboration with the requesting department. Purchase > \$50K requires written quotes. May contact other sources, obtain other quotes or utilize other entity contracts.	Review scope work: Obtain formal bids. Award based on meeting all specs at lowest cost. Obtain formal proposals. Lead negotiations with vendors. Point scores or weights may be used. Awarded by defined criteria, and consensus of committee	Review specs, obtain minimum of 3 quotes in collaboration with the requesting department. Purchase > \$50K requires written quotes. May contact other sources, obtain other quotes or utilize Other Entity Contracts	Approval needed by procurement director
Time to Complete	0-2 Days	0-2 Days	1 Day to 2 Weeks	1 Day to 2 Weeks	2 Weeks to 6 Weeks	1 Day to 6 Weeks	1 Day to 2 Weeks

