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 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 → The agency is 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 item(s) cost less than $1,000?

Yes → These are small purchases. The agency may select the best source without seeking competitive quotes. The complete procurement must total no more than $5,000 with each item in the procurement costing no more than $1,000. When using this process, the agency may not spend more than $50,000 in a fiscal year with an individual vendor. (UCA 63G-6a-408)

No ↓

Are the individual item(s) more than $1,000 but less than $5,000 AND the total purchase will cost less than $5,000?

Yes → The agency shall obtain competitive quotes and purchase the item/service from supplier offering the lowest quote meeting specifications.

If all known vendors have been contacted and only one vendor offers a quote, the purchase is a sole source – proceed to the box below.

Sole Source ↓

Is the total purchase more than $1,000 with only one possible vendor?

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.

No ↓

Is the total purchase more than $5,000 with multiple vendors available?

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