



Is what you need on a Statewide Contract?

What do you need?

Estimated Cost?

IT project \$50k or over?

Seeking a Solicitation Exemption?

Professional Service or Sole Source?

Estimated Project Value?

Agency Facilitates Contract

Submit waiver to Purchasing for Review/Approval

Submit a Requisition

Agency-led

Purchasing-led

Purchasing-led Informal Quote

Purchasing-led Formal Bid

Project Value

Formal Solicitation

Informal Solicitation

Formal Solicitation

Approvals:  
DAG  
Contractor  
Dept. Director

Purchase Order (PO) is issued by Purchasing Division

Final approval by Dept. Director

Final approval by Clerk of BOE

Final approval by Full BOE