

Part II Chapter 01 Small No-Bid Procurements

- A. Requirements.** This procedure may be utilized by agencies to procure materials or services directly from a supplier when:
1. The materials or services are not on an effective DGS statewide requirements contract and/or the purchase price is less than the minimum amount stated in a contract.
 - a. If the Agency has uncertainty about the availability of a material or service from a statewide requirements contract, they should contact the DGS Commodity Specialist responsible for that commodity to verify if the material or service is available from, or could be added to, a statewide requirements contract.
 - b. If the requested material or service is available from, or could be added to, a DGS statewide requirements contract, the agency may request approval to purchase off contract in accordance with [Part II Chapter 09, Off-Contract Procurements](#).
 2. If the procurement is a material, materials are not available from the DGS [Bureau of Supplies and Surplus Operations](#).
 3. The procurement has a total cost not exceeding the small no-bid thresholds, listed in [Part I Chapter 07, Thresholds and Delegations](#).
- B. General.** Competitive bids are not required for procurements that do not exceed the small no-bid thresholds identified in Part I Chapter 07, Thresholds and Delegations. The Agency must make a written record of the purchase by obtaining from the supplier a cash register receipt, invoice, or Commonwealth Purchasing Card receipt. A written statement of work (such as quote, cost estimate, or work proposal) from the supplier is required for services.
- C. Procedures.**
1. Determines the need to contract for material or services.
 2. Secures preliminary approvals required by:
 - a. Instructions issued through the Directives Management System or Information Technology Bulletins, if applicable.
 - b. Agency purchasing policy and procedures.
 - c. The guidelines established by DGS to procure post-consumer recycled content ([Management Directive 205.22, Recycling, Waste Reduction and Procurement of Environmentally Preferable Products](#)), if applicable.

- d. If using an SRM shopping cart, approvals will be secured by the agency selected workflow and, if applicable, the special material workflow.
3. Review the lists of small and small diverse businesses on the [DGS Bureau of Diversity, Inclusion and Small Business Opportunities](#) website to identify if there are small or small diverse businesses which may be able to provide the material and/or service. Consider the selection of a small business.
4. Contacts the supplier(s) for price quotes.
5. Selects the supplier.
6. In accordance with the [Management Directive 215.9, Contractor Responsibility Program, Amended](#), reviews the supplier's status on the Contractor Responsibility Program File.
7. Approve placement of verbal order or preparation of the appropriate purchasing document.
8. If required, notifies supplier to begin performing specified services with a Notice to Proceed letter.
9. Receives material and inspects for defects and compliance with purchase requirements.
10. Monitors performance and issues approval or disapproval as stated in contract.
11. Accepts or rejects received materials or services. If accepted, performs goods receipt. If service is rejected, works with the supplier on a corrective action process.
12. Maintain a record of the procurement.

References:

1. [Part II Chapter 09, Off-Contract Procurements](#)
2. [Bureau of Supplies and Surplus Operations](#)
3. [Part I Chapter 07, Thresholds and Delegations](#)
4. [Management Directive 205.22, Recycling, Waste Reduction and Procurement of Environmentally Preferable Products](#)
5. [Bureau of Diversity, Inclusion and Small Business Opportunities](#)
6. [Management Directive 215.9, Contractor Responsibility Program, Amended](#)