

# Procurement Processes Chart



<p><b>Minimum purchase threshold</b> Purchases up to \$10,000</p>	<p>Buyers may place orders at, or below, the micro-purchase threshold with any Schedule contractor that can meet your agency’s needs. As a result, purchase processes may be awarded without soliciting competitive quotations if the contracting officer or individual appointed in accordance with 1.603-3(b) considers the price to be reasonable.</p> <p>You may place orders directly with Waterlogic via email, phone, or GSA Advantage.</p>
<p><b>Simplified Acquisition threshold</b> Purchases between \$10k - \$250k</p>	<p>While most orders issued using the purchase card will be under the micro-purchase level, purchase card holders may have a spending limit above the micro-purchase threshold.</p> <p>In fact, the FAR states that purchase cards should not be limited to micro-purchases. Streamlined ordering procedures let you reasonably consider available information about the supply or service offered under MAS contracts and execute a purchase.</p> <p><b>Reasonable review of items means:</b></p> <ul style="list-style-type: none"> <li>• Survey at least three schedule contractors through the website, or</li> <li>• Review the price-lists of at least three schedule contractors, or</li> <li>• Request quotations from at least three schedule contractors, and</li> <li>• Place the order with the schedule contractor that can provide the supply or service that represents best value.</li> <li>• Document your decision.</li> </ul>
<p><b>Large procurement</b> Purchases over \$250k</p>	<p>Follow ordering procedures by sending a Request for Quote (RFQ) through GSA E-Buy or providing your RFQ to as many suppliers as practicable to ensure you receive quotes from 3 Schedule contractors.</p> <ul style="list-style-type: none"> <li>• Make a best-value determination based on the selection criteria described in the RFQ.</li> <li>• Document your decision</li> </ul>