Methods used to Purchase Services Continued

$25,000 to $500,000 Use

**REQUISITION:** Purchasing will issue a Purchase Order, based on an Invitation for Bid (IFB) or a Request for Proposal (RFP) posted to the State of North Carolina Purchasing and Contract website.

The vendor response may either be returned by US mail or delivery service, and/or hand delivered provided it is in a sealed envelope.

Over $500,000 Use

**REQUISITION:** Purchasing will issue a Purchase Order, based on an Invitation for Bid (IFB) or a Request for Proposal (RFP) posted to the State of North Carolina Purchasing and Contract website.

The vendor response may either be returned by US mail or delivery service, and/or hand delivered provided it is in a sealed envelope.

Purchasing is required prior to award of the contract to send a complete bid package with cover letter to State Purchase and Contract for approval.

Your Question: _____________________________
__________________________________________
__________________________________________

The Answer: _______________________________
__________________________________________
__________________________________________

Revised: 10/1/2014
Consider on each Purchase of Services

- **Type of service required** Need full statement of work (what is it we want a vendor to do for us) if Hotel/Catering contract, need original contract signed by department head (contract must go through Purchasing before being sent back to vendor).

- **Type of maintenance contract required** Need full statement of work for the type of maintenance required as well as the current maintenance contract from vendor signed by department head (contract must go through Purchasing before being sent back to vendor).

- Statement of work should include the nomenclature of the item, make, model, serial number, location, person to contact and phone number.

- **Total dollar value of contract over a one year period** Need to know total expenditures per year to properly choose the right type of bid required as well as proper approval level.

- **Requested start and end dates** Keep in mind fiscal year and splitting money within a fiscal year.

- **Funding source** What type of funds are you using?

Methods used to Purchase Services

- **Up to $2,500 Use P-Card For:**
  The only services authorized to be paid for by the P-Card are for: electricity, phone, water, cable or internet connection fees.

- **Up to $5,000 Use**
  CAMPUS VOUCHER: For one-time maintenance under accounts: 524120, 524170, 524230, 524150, 524160. For employee moving expenses under 528430. For cabs, taxis and airport shuttles under 526780.
  **REQUISITION:** Purchasing will issue a Purchase Order for everything not listed above.

- **$5,000 to $10,000 Use**
  **REQUISITION:** Purchasing will issue a Purchase Order, based on a Request for Quote (RFQ) mailed, emailed or faxed to vendors and returned by the same means.

- **$10,000 TO $25,000 Use**
  **REQUISITION:** Purchasing will issue a Purchase Order, based on an Invitation for Bid (IFB) or a Request for Proposal (RFP) that is mailed, emailed or faxed to vendors.
  If a broader scope of competition is required, the bid document will be posted to the State of North Carolina Purchasing and Contract web site.
  The vendor response may either be returned by US mail or delivery service, and/or hand delivered in a sealed envelope.

Still have questions about services or not sure what to do? Send us an email at:
purchasing_team@unc.edu