Decision Tree When Purchasing Goods / Services with Federal Funds

START
Is Purchase Requisition greater than $5,000?

YES
No

Ensure the following procedures are performed and Federal Funds Procurement Checklist is completed

Ensure no conflict of interest exists per RIT Policy

Ensure Unnecessary / Duplicative Purchases are avoided (Review RIT Inventory List)
Reviewed the Federal Surplus?

Consider consolidating or breaking out procurements to obtain a more economical purchase?

Considered leasing vs. buying?

Reviewed Minority or Women Owned Business Listing

SELECTED VENDOR'S PRICE IS DETERMINED TO BE REASONABLE

Submit requisition, federal funds procurement checklist, and supporting documentation to Procurement Service Office (PSO)

NO

YES

Is Purchase Requisition between $5,000 - $249,9999?

YES

Procuring goods / services through competitive process?

YES

Obtained at least three written price quotations?

YES

Complete Price Summary Form

NO

Sole Source Purchase meeting one of the following criteria:
1.) Unique Good or Service
2.) Emergency or Exigency Need
3.) Competition is determined inadequate

YES

Complete Sole Source Justification Form

NO

Contact PSO immediately so RFQ / RFP can be publicized

Independent estimate has been performed by PI (w/ PSO assistance) prior to receiving bids or proposals

REVISED AUGUST 2018