

# Quick Reference Guide For Competition Requirements

When the District's annual requirement for a commodity or service is \$50,000.00 or more, schools/departments must use an existing solicitation or term contract issued by the Procurement Department, unless it is a State Contract, a contract awarded by other city or county governmental agencies, other district school boards, community colleges, federal agencies, the public or governmental agencies of any state, or from state university system cooperative bid agreements, when the proposer awarded a contract by another entity defined herein will permit purchases by a district school board at the same terms, conditions, and prices (or below such prices) awarded in such contract, and such purchases are to the economic advantage of the district school board, sole source, single source or a solicitation waived procurement. A Procurement Card transaction, or a Purchase Order (PO) must be issued before ANY goods or services are requested from the vendor as detailed below:

## **Cost is Less Than \$10,000.00**

Utilize Procurement Card within the guidelines contained in the "[Escambia County School District Travel & District Procurement Card Manual](#)"

If the vendor does not accept the Procurement Card or the purchase would violate the "[Escambia County School District Travel & District Procurement Card Manual](#)", then enter a Requisition in Skyward.

If necessary, contact the Procurement Department to assist you in finding suppliers. All purchases less than \$10,000.00 are subject to the Procurement Specialist's discretion whether quotes are needed or not.

## **Cost is \$10,000.00 or greater and less than \$50,000.00.**

Enter a Requisition in Skyward, or if the purchase is allowed by the "[Escambia County Public Schools Travel & District Procurement Card Manual](#)", request an increase in your Card's spending limit as outlined in the manual.

Unless the solicitation is a waived procurement under State Statute or Florida Administrative Code, detailed written quotes must be obtained by at least three or more sources when available or an existing contract must be utilized. Contact the Procurement Department for any assistance.

## **Cost is Greater Than \$50,000.00**

Determine if an existing contract exists or if the purchase is a waived procurement  
If there exists no other means to make the purchase, contact the Procurement Department to initiate a Bid /Request For Proposals:

- ensure a sufficient budget is available
- provide Procurement with item/service specifications
- allow at least 70-100 days for solicitation, award and School Board approval