

Federal Procurement Process

What Do I Do? And When?

- 1) Decide what goods and/or services are required
- 2) If over \$3,500, obtain adequate quotes or bids (depending on purchase threshold)
- 3) Contact the Business Office for assistance if your purchase requires formal quotes.
- 4) Choose the vendor that best meets the requirements
- 5) Perform suspension/debarment verification on chosen vendor (SAM.gov – print screenshot)
- 6) Establish vendor contract (for professional services)
- 7) Fill out Federal Procurement Form to verify all necessary steps have been taken for compliance with federal procurement procedures
- 8) Create purchase requisition
- 9) Attach Federal Procurement Form, quotes, contract, and SAM screenshot to purchase requisition