

**Purchasing Thresholds
Effective July 1, 2018**

NDUS employees must follow [SBHE policies](#) and [NDUS procedures](#). State Agencies, excluding Higher Education institutions, must follow [OMB guidelines](#).

Level	Competition Requirements	Documentation Maintenance Requirement
<p>Level 1 “Micro” Purchase</p> <p>Less than \$10,000</p>	<p>Obtain at least one fair and reasonable quote.</p> <p>Note: Equipment and software must be added to inventory if \$5,000 or greater. (N.D.C.C. § 54-27-21 Fixed Asset Minimum Reporting Value)</p> <p>OMB: Rotate vendors solicited on an equitable basis (N.D.A.C. § 4-12-08-02)</p> <p>OMB: State agencies (excluding Higher Education institutions) must submit printing purchase requests \$5,000 and over to OMB State Procurement.</p>	<p>NDUS: Documentation not required</p> <p>Alternate Procurement form not required if multiple quotes not solicited</p> <p>OMB: Document vendors solicited, quotes received, and award determination.</p>
<p>Level 2 Small Purchase</p> <p>At least \$10,000 but less than \$50,000</p>	<p>Solicit informal quotes/bids or proposals from at least three vendors, or post to SPO Online with appropriate state bidders list. May send to additional vendors.</p> <p>OMB: ITD must review IT purchases over \$25,000. Contact itdprocurement@nd.gov</p>	<p>Documentation is required.</p> <p>Alternate Procurement form required if competition is not solicited from at least three vendors.</p> <p>The form is not required if three vendors are solicited and fewer than three bids or proposals are received.</p>
<p>Level 3 Informal Written Purchase</p> <p>At least \$50,000 but less than \$100,000</p>	<p>Solicit informal bids or proposals using SPO Online with appropriate state bidders list. May send to additional vendors.</p> <p>OMB: ITD must review IT purchases over \$25,000. Contact itdprocurement@nd.gov</p>	<p>Documentation is required</p> <p>Alternate Procurement form required if:</p> <ol style="list-style-type: none"> 1. Competition is not solicited. 2. SPO Online is not used. 3. OMB: Competition is limited.
<p>Level 4 Formal Purchase</p> <p>\$100,000 and over</p>	<p>Must be purchased using formal sealed bids or Request for Proposal (RFP). Solicitations must be posted using SPO Online with appropriate state bidders list. May send to additional bidders.</p> <p>OMB: ITD must review IT purchases over \$25,000. Contact itdprocurement@nd.gov</p>	<p>Documentation is required.</p> <p>Alternate Procurement required if:</p> <ol style="list-style-type: none"> 1. Competition is not solicited, or competition is limited. 2. SPO Online is not used. 3. OMB: Competition is Limited.

Questions? Contact OMB State Procurement at infospo@nd.gov or 701-328-1726