

OMB State Procurement Requirements
July 1, 2018

Government Sources of Supply – Save Time and Money!

When a need is identified, check first to see if the good or service is available from a government source of supply. Agencies and institutions can purchase from government sources of supply and government entities without obtaining competition, regardless of the dollar amount. Some sources of supply may be mandatory.

If you are not purchasing from a state source of supply, purchasing threshold competition requirements apply.

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
Level 1 “Micro” Purchase Less than \$10,000	Obtain at least one fair and reasonable quote. 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) OMB: Rotate vendors solicited on an equitable basis (N.D.A.C. § 4-12-08-02) OMB: State agencies (excluding Higher Education institutions) must submit printing purchase requests \$5,000 and over to OMB State Procurement.	NDUS: Documentation not required Alternate Procurement form not required if multiple quotes not solicited OMB: Document vendors solicited, quotes received, and award determination.
Level 2 Small Purchase At least \$10,000 but less than \$50,000	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. OMB: ITD must review IT purchases over \$25,000. Contact itdprocurement@nd.gov	Documentation is required. Alternate Procurement form required if competition is not solicited from at least three vendors. The form is not required if three vendors are solicited and fewer than three bids or proposals are received.
Level 3 Informal Written Purchase At least \$50,000 but less than \$100,000	Solicit informal bids or proposals using SPO Online with appropriate state bidders list. May send to additional vendors. OMB: ITD must review IT purchases over \$25,000. Contact itdprocurement@nd.gov	Documentation is required Alternate Procurement form required if: 1. Competition is not solicited. 2. SPO Online is not used. 3. OMB: Competition is limited.
Level 4 Formal Purchase \$100,000 and over	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. OMB: ITD must review IT purchases over \$25,000. Contact itdprocurement@nd.gov	Documentation is required. Alternate Procurement required if: 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		

**OMB New Thresholds Transition Period
July 1 – December 31, 2018**

Delegated Authority and Procurement Officer Training – Recertification Training Requirements

July 1 – December 31, 2018 will be a transition period. OMB will have new training available in late July 2018.

By December 31, 2018, all employees who have been delegated purchasing authority must have completed the new online Level 1 Procurement Officer Course. All employees who are delegated Level 2, 3, and 4 authority must additionally take the new online OMB Procurement Officer Recertification Course. By December 31, 2018, employees must receive an updated delegation of purchase authority from their agency head or designee using [Delegation of Purchase Authority Form, SFN 2566](#) or other documentation method.

Employees who currently have procurement certification and delegation can continue to conduct procurements. OMB has granted provisional certification allowing employees to have the following authority until the recertification training is completed.	
Level 1 Micro	Employees with a current Level 1 certification for up to \$2,500 have provisional certification for Level 1 purchases less than \$10,000.
Level 2 Small	Employees with a current Level 2 certification for up to \$25,000 have provisional certification for Level 2 purchases less than \$50,000.
Level 3 Informal	Employees with a current Level 3 certification for \$25,000 and over have provisional certification for Level 3 purchases less than \$100,000.
Level 4 Formal	Employees with a current Level 3 certification for \$25,000 and over have provisional certification for Level 4 purchases of \$100,000 and over.

OMB Blanket Delegated Authority

Effective July 1, 2018, OMB has delegated the following blanket authority to the heads of agencies and institution subject to procurement laws, rules, and OMB guidelines:

- Goods and Services. Agencies may purchase goods and services, regardless of the dollar amount.
- Printing. Agencies may purchase printing less than \$5,000 subject to the [Guidelines to Print Procurement](#). Submit a Purchase Request for printing \$5,000 and over using the [Procurement Work Request System](#).
- Information Technology (IT). Agencies may purchase Information Technology, subject to the [Guidelines for Information Technology Procurement](#). IT purchase \$25,000 and over must be reviewed by the Information Technology Department. Procurement Officers for major IT projects \$500,000 and over must receive a special purchasing delegation from OMB. (N.D.C.C. § [54-35-15.2](#))
- Alternate Procurements. Alternate Procurement documentation is not required for limited and noncompetitive purchases less than \$10,000. Alternate Procurement approval is required for purchases \$10,000 and over that deviate from the purchasing threshold competition requirements based on the estimated dollar value. Agencies must submit a [SFN 51403 Alternate Procurement Form](#) to the State Procurement Office using the [Procurement Work Request System](#). The Alternate Procurement must be approved by the State Procurement Office prior to the purchase.

Templates and Forms

Updated templates and forms are available on the OMB website. More resources for the new thresholds are planned. Feedback on the new resources is appreciated to keep improving these resources.

SPO Online Training - New Electronic Receipt on SPO Online

SPO Online has been enhanced to include Electronic Receipt functionality. The new templates include language to allow you to instruct vendors to submit responses online through the State Procurement Online System.

State Procurement Office Assistance

Each agency has an assigned OMB State Procurement Officer. Agencies are not required to do their own procurements. State Procurement will conduct solicitations upon request of agencies, assist with writing and reviewing solicitations, help evaluate bids and proposals, etc. Agencies can submit requests through the [Procurement Work Request System](#). Employees who do not have a NDGOV login, submit requests to infospo@nd.gov. Contact the OMB State Procurement Office at 701-328-2740 for assistance.