



South Carolina

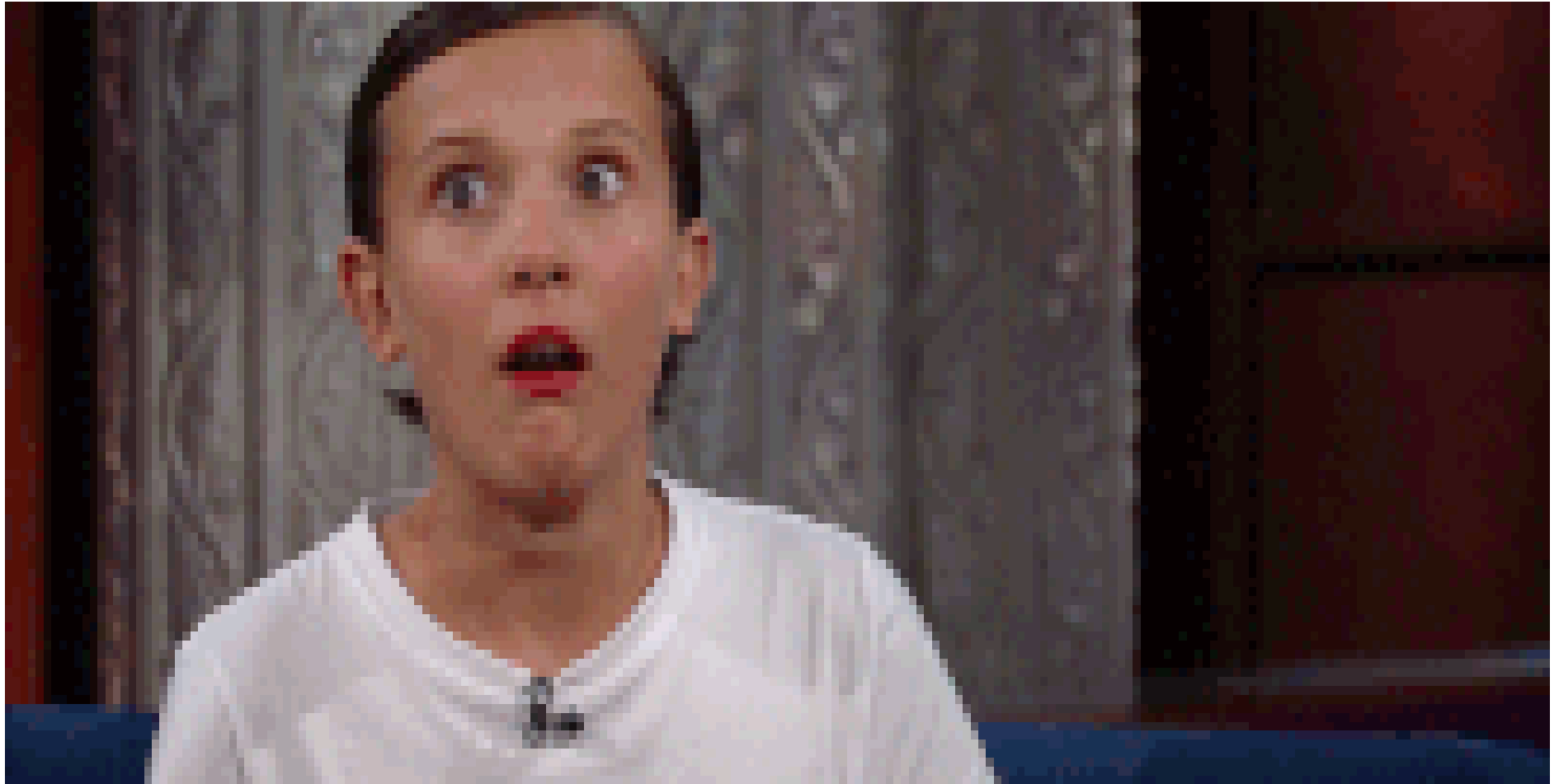
Methods of Procurement

Statutory Methods of Procurement

SC Consolidated Procurement Code – Governing law for expenditures

- **Small Purchases**
- **Competitive Sealed Bids**
- **Competitive Sealed Proposals**
- **Competitive Best Value Bids**
- **Fixed Price Bids**
- **Sole Sources**
- **Emergencies**
- **Competitive Online Bids**
- **Participation in Auction or Bankruptcy Sale**
- **Exemptions (type of fund or transaction)**

What does that mean?



Small Purchases

\$0 - \$4,999.99

\$0 - \$10,000

\$10,000 - \$50,000

- P Card, higher education
- Higher Education, fair and reasonable price
- Formal Procedures required
- Handled through Purchasing
- Advertise in State Publication (8 days min)
- Preparation of formal document
- Justify brand name if required

Purchases over \$50,000

- Buyer must determine the proper method of procurement
- Requires more documentation and possibly, additional procedures
- Allows vendors who participate in the process the right to “grieve” any actions taken
- Can be a lengthy process so submit request as soon as possible

Competitive Sealed Bid

- **Invitation for Bids (IFB)**
- **Defined set of mandatory requirements/specifications**
- **Advertised in formal document (look at our web page for examples)**
- **Award to lowest price that meets these advertised requirements**
- **Things that can affect timeline: Amendments, Protests**

Fixed Price Bids

- **Use when multiple contractors are required**
- **Advertised in formal document (look at our web page for examples)**
- **List qualifications, some specifications**
- **Set maximum price we will pay, or minimum % off of some baseline**
- **All who meet qualifications and maximum or minimum requirements put on list**
- **Department can use any of the contractors on list**



Competitive Best Value Bids

- **Defined set of mandatory requirements/specifications**
- **Advertised in formal document (look at our web page for examples)**
- **Has award criteria with scoring of responses**
- **Contract awarded to highest ranked respondent (offeror)**
- **REQUIRES A PANEL TO REVIEW AND SCORE**
- **Things that can affect timeline: Amendments, Protests, scheduling**

Competitive Sealed Proposal

- **Request for Proposals (RFP)**
- **Usually start with a business problem, ask for creative solution**
- **Advertised in formal document (look at our web page for examples)**
- **Has award criteria with scoring of responses**
- **Contract awarded to highest ranked respondent (offeror)**
- **REQUIRES A PANEL TO REVIEW AND SCORE**
- **Things that can affect timeline: Amendments, Protests, scheduling issues**

Sole Source

- **Sole source is not permissible unless there is only a single supplier.**
- **The following are examples of circumstances which could necessitate sole source procurement:**
 - **Compatibility of equipment, accessories, or replacement parts is the paramount consideration;**
 - **One of a kind**

Sole Source

- **Requires justification letter/memo from department**
 - **CANNOT** be from the vendor

- **Who is the sole supplier?**
 - **Can it be obtained from another source/distributor?**

- **Why is this good/service required?**
 - **What is unique about it?**

- **Why is no other good/service suitable or acceptable to meet the need?**

THE LAW SAYS WHEN IN DOUBT, COMPETITION SHOULD BE SOLICITED!!!



Emergencies

- **Allowed only when an emergency condition exists that creates an immediate threat to:**
 - **Public Health/Welfare**
 - **Critical economy and efficiency**
 - **Safety**
 - **Ex: Flood, lab fire, equipment failure or other such**

- **Need that cannot be met through normal procurement methods and lack of which would seriously threaten:**
 - **The functioning of State government**
 - **The preservation or protection of property**
 - **The health or safety of any person**



Got it???

