

Quick Guide to Purchasing & Contracting at Jefferson County School District

IF:		THEN:			
Purchase Type	Cost	Vendor Selection Method	Awarded Based on	Solicitation Files Retained by	Purchase Instrument
Division 46: All Public Contracts and Personal Service Contracts					
Personal Service: professional development, consulting (other than Division 48), facilitation, coaching, education, management, services of an artist, writer or web developer	\$10,000-\$100,000	Direct Negotiation allowed (use Direct Negotiation Form)	Contractor is qualified and able to provide personal services meeting or exceeding District needs	Business Office	Contract
	\$100,000+	Request for Proposal (RFP)	Highest scoring responsive & responsible proposer based on price and other criteria		
Division 47: Goods and/or Services Other than Personal Services					
Goods: products, including supplies and equipment	\$0-\$10,000	Competition not required - obtain quotes if practical	Identified vendor is qualified and able to provide goods/services meeting or exceeding District needs	Business Office	Purchase Order
	\$10,001-\$100,000	Written quotes required (use Request for Quotes form)	Lowest priced or highest scoring responsive & responsible bidder based on price or price and other criteria		Contract
	\$100,000+	RFP or ITB			
Services; delivery, printing, window-washing	\$0-\$10,000	Competition not required - obtain quotes if practical	Identified vendor is qualified and able to provide goods/services meeting or exceeding District needs	Business Office	Contract
	\$10,001-\$100,000	Written quotes required (use Request for Quotes form)	Lowest priced or highest scoring responsive & responsible bidder based on price or price and other criteria		
	\$100,000+	RFP or ITB			
Division 48: Consultant selection: Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Service and Related Services					
Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Service and Related Services	\$10,000-\$100,000	Direct Negotiation allowed	Contractor is qualified and able to provide A&E or related services meeting or exceeding District needs	Business Office	Contract
	\$100,000+	RFP or RFQ/RFP Combo	Highest scoring responsive & responsible proposer based on price and other criteria		
Division 49: Contracts for Public Improvement and /or Public Works					
Minor alterations, ordinary repair and maintenance, or emergency work to preserve a Public Improvement	\$0-\$10,000	Competition not required - obtain quotes if practical	Identified vendor is qualified and able to provide goods/services meeting or exceeding District needs	Business Office	Contract
	\$10,001-\$100,000	Written quotes required (use Request for Quotes form)	Lowest priced responsive & responsible bidder		
	\$100,000+	ITB - Construction			
Public Improvement: Construction, reconstruction, or major renovation	\$0-\$10,000	Competition not required - obtain quotes if practical	Identified vendor is qualified and able to provide goods/services meeting or exceeding District needs	Business Office	Contract
	\$10,001-\$100,000	Written quotes required (use Request for Quotes form)	Lowest priced responsive & responsible bidder		
	\$100,000+	RFP or ITB			
Other: Real Estate Transactions					
Real Property (Real Estate)	Any	Requires Board Approval			