**TO: All State Agencies**

**FROM: Joan Graham, Executive Director**

 **Office of Procurement Services**

**DATE: June 23, 2020**

**SUBJECT: Small Purchase – Nonprofessional Services – Less than $20,000**

**As agencies may solicit quotes for nonprofessional services pursuant to FAP111-55-00-05, this memorandum clarifies the best method to process these requests in eMARS. Agencies requiring contractual agreements to process regularly scheduled payments must issue a PO.**

1. **Agencies must develop specifications for soliciting quotes and provide the same to all vendors solicited. For purposes of a term contract, the contract period cannot exceed 12 months. A renewal clause must be included in the solicitation in order to extend any resulting contract. Prices must remain firm for the initial contract period. The contract can only be renewed for one additional year. Prior to the contract expiring in the second year, the agency must go through the bid process again. A template for Informal Solicitation for Nonprofessional Services is located in eMARS terms & conditions.**
2. **If your anticipated requirement is less than $5000, one quote is required. If it is between $5000 and $20,000, solicit three (3) quotes or post to the web via an eMARS Request for Quotation (RFQ). Agencies should use the eMARS RFQ documents and post their nonprofessional services solicitation on the Vendor Self Services (VSS) website whenever possible. Contracts shall not exceed $20,000 per year. If your anticipated requirement exceeds $20,000, submit a requisition (RQS) to OPS and OPS will award a master agreement. \_**
3. **After the solicitation opening date and time, using the SR- Solicitation Response or the SRW Solicitation Response Wizard in eMARS, tabulate and evaluate responses received to provide documentation justifying the award. Copy forward from the Solicitation and load Solicitation Responses to award the PO from the EV document.**
4. **When you submit your PO for approval, it will route to the Office of Procurement Services. The PO should contain the following:**
* **Add the “NPSVCS” Terms and Conditions to the PO. Note that a blank free form clause is not acceptable.**
* **Reference FAP-111-55-00-05 as the cited authority. Procurement type 13- Non-professional services.**
* **At the header level of the PO, attach the Determination and Finding (justification) for award, since the reviewer is unable to review the EV document. The Determination and Finding should include the document number, the names of the vendors that responded to the RFQ, and their pricing, the reasons for making the award, and the buyer’s name.**
* **Unless additional evaluation criteria is included in the RFQ, the Award must be to the responsive and responsible bidder with the lowest price.**

**Prior to contract expiration of this PO, the agency should re-evaluate their needs and make any necessary changes. If renewing the agency can submit a modification to the PO reflecting any changes for the next contract period (12 months) and submit for approval. Please note that if the vendor requests a price increase that causes the total amount of the contract for that year to exceed $20,000, the contract must be re-bid on a competitive basis.**