Purchasing Decision Tree

Do we already have the item in-house? —YES→ No action required

NO ↓

Is the item available through Surplus? —YES→ Contact advertising department or www.govdeals.com

NO ↓

Is the item available through Multco Marketplace MMP? —YES→ Place order through Shopping cart

NO ↓

Is there a State requirement such as QRF or inmate? —YES→ Review QRF list or inmate products list

NO →

Is the item available in an existing County Contract? —YES→ Contact the County Contract holder

NO ↑

Can we get the item through a Cooperative Contract? —YES→ Prepare RFX to do a Purchase Order

NO ↑

None of these apply? —YES→ You may buy the item on the open market.

→ Under $10,000 – small purchase rules apply

→ Between $10,000 and $150,000 – intermediate purchase rules apply

→ Over $150,000 – formal purchase rules apply