



Central Procurement Office Reference Guide to Procurement Law

< \$5K

Scope	Business Case Required	Local Impact Assessment	Industry Consultation	Business Case Approver	Bid Advert	Bid Format	Bid Acceptance	Public Reporting Requirements
All	Requisition Only	No	No	N/A	No	Informal via Phone, email, in person	CO	Annual Cumulative Report

≥ \$5K

Competitive Process

Thresholds	Business Case Required	Local Impact Assessment	Industry Consultation	Business Case Approver	Bid Advert	Bid Format	Bid Acceptance	Public Reporting Requirements # Days
≥\$5K to < \$100K	Requisition Only	Optional	Optional	CFO	Optional	Written - Solicit Min. 3 if unadvertised	CO	< 30
≥ \$100K to <- \$250K	✓	Optional	Optional	CO/EPC	✓	Formal Bid Document	CO/EPC	< 30
≥\$250K to < \$10M	✓	✓	Optional	CO/EPC	✓	Formal Bid Document	CO/EPC/PPC	< 30
≥ \$10M	✓	✓	✓	PSIC/Cabinet	✓	Formal Bid Document	CO/EPC/PPC	< 30

Direct Award Process (Sole & Single Source)

Thresholds	Business Case Format	Local Impact Assessment	Industry Consultation	Business Case Approver	Bid Advert	Bid Format	Bid Acceptance	Public Reporting Requirements # Days
≥\$5K to < \$100K	Specified by CO	Optional	Optional	CFO	No	Written Quote	CO	< 30
≥ \$100K to <- \$250K	Specified by CO	Optional	Optional	CO/EPC	No	Written Quote	PPC	< 30
≥\$250K to < \$10M	PMFL Format	✓	Optional	CO/PPC	No	Written Quote	PPC	< 30
≥ \$10M	PMFL Format	✓	✓	PSIC/Cabinet	No	Written Quote	PPC	< 30