



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 1.10 - Dollar Limits - Procurement Type

Type of Procurement	Dollar Limits	Competitive Requirement	Contract Requirement	BuyWays Purchase Order Required
Material Purchases (Not On Contract)	Up to \$10K	*Use Best Business Practice	Purchase Order	Yes
	\$10K-\$25K	Dept. Obtains At Least 3 Quotes	Purchase Order	Yes
	\$25K-\$50K	Dept. Obtains At Least 3 Quotes (Subject to Procurement review and approval. A formal sealed bid may be required at the discretion of the Procurement Department)	Covered by Purchase Order (additional requirements vary by bid)	Yes
	\$50,000 & over	Dept. Contacts Procurement to Request Sealed Bid	Covered by Purchase Order (additional requirements vary by bid)	Yes
Contracts for Services (Not On Contract)	Up to \$10K	*Use Best Business Practice	Scope of Services Recommended	Yes
	\$10K - \$50K	*Use Best Business Practice	Scope of Services and Contract for Services Required	Yes
	\$50,000 & over	Dept. Contacts Procurement to Request Sealed Bid	Scope of Services and Contract for Services Required	Yes
Goods & Services (On State, MHEC or E&I Contract)	Up to \$50,000	*Use Best Business Practice	Purchase Order	Yes
	\$50,000 & over	Dept. Contacts Procurement to Request Sealed Bid	Goods: Purchase Order Services: As required by each contract	Yes
Software Maintenance/Licensing (Not On Contract)	Up to \$50K	*Use Best Business Practice	Contract Agreement	Yes
	\$50,000 & over	Dept. Contacts Procurement to Request Sealed Bid	Contract Agreement	Yes
Equipment Rental/Lease/Lease-Purchase (Not On Contract)	Up to \$10K	*Use Best Business Practice	Contract Agreement	Yes
	\$10K-50K	Dept. Obtains At Least 3 Quotes	Contract Agreement	Yes
	\$50,000 & over	Dept. Contacts Procurement to Request Sealed Bid	Contract Agreement	Yes
Construction & Public Works	Up to \$10K	*Use Best Business Practice	Varies Per Project: Contact Procurement	Yes
	\$10,000 & over	Dept. Contacts Procurement to Request Sealed Bid per M.G.L. c. 149 and M.G.L. c. 30, § 39M	Contract Agreement	Yes
Vehicles Purchase/Rental/Lease/Lease- Purchase (Not On Contract)	Up to \$10K	*Use Best Business Practice (Requires Procurement Approval)	Contract Agreement	Yes
	\$10,000 & over	Dept. Contacts Procurement to Request Sealed Bid (Requires Procurement Approval)	Contract Agreement	Yes
Performers	Up to \$10K	*Use Best Business Practice	Performance Terms of Engagement	Yes
	\$10K-50K	*Use Best Business Practice	Performer Contract for Services	Yes
	\$50,000 & over	Bid or Business Justification	Performer Contract for Services	Yes

*Best Business Practice shall be if an authorized contract is available then it shall be used, if there is no such contract then obtaining a minimum of 2 quotes is encouraged.

** For further details, see the respective section of the Procurement Manual that deals with the type of procurement that you wish to effect; e.g., MHEC, State, University Contract, Competitive Bids, Contracts for Service, Equipment Maintenance, etc.