

## SMALL PURCHASE PROCEDURES

COMPETITION AND NOTICE REQUIREMENTS						
X = Total Potential Value of Procurement	SCBO Advertisement Required?			Bona Fide Written Quotes Required?		
	COTS	Construction	Everything Else	COTS	Construction*	Everything Else
$X \leq \$10,000^{\S}$	No	No	No	No	No	No
$\$10,000 < X \leq \$25,000$	No	No	No	Yes – 3 or more**	Yes – 3 or more**	Yes – 3 or more**
$\$25,000 < X \leq \$50,000$	No	No	Yes	Yes – 3 or more**	Yes – 3 or more**	Yes – 1 or more
$\$50,000 < X \leq \$100,000$	No	No	Yes	Yes – 3 or more**	Yes – 3 or more**	Yes – 1 or more

AWARD AND PROTESTS						
X = Total Potential Value of Procurement	Notice of Award Required?‡			Protestable?		
	COTS	Construction	Everything Else	COTS	Construction	Everything Else
$X \leq \$10,000$	No	No	No	No	No	No
$\$10,000 < X \leq \$25,000$	No	No	No	No	No	No
$\$25,000 < X \leq \$50,000$	No	No	No	No	No	No
$\$50,000 < X \leq \$100,000$	Yes	Yes	Yes	Yes‡‡	Yes‡‡	Yes‡‡

### Notes

<sup>§</sup> “The purchasing office must annotate the purchase requisition: ‘Price is fair and reasonable’ and sign.” S.C. Code Ann. § 11-35-1550(2)(a).

\* Procuring agency does not have to but may require bidders to provide bid bonds for projects of \$100,000 or less. Procuring agency must require performance and payment bonds on projects greater than \$50,000.

\*\* If published in SCBO, only one bona fide written quote from a responsible bidder is needed.

‡ When required, notice of an award must be communicated to all bidders on the same date award is made. Any method of communication may be used (Reg. 19-445.2100A(6)).

‡‡ Contract formation is not delayed after notice of award. Purchasing agency does not have to wait for the protest period to expire before allowing the awarded vendor to start performance.