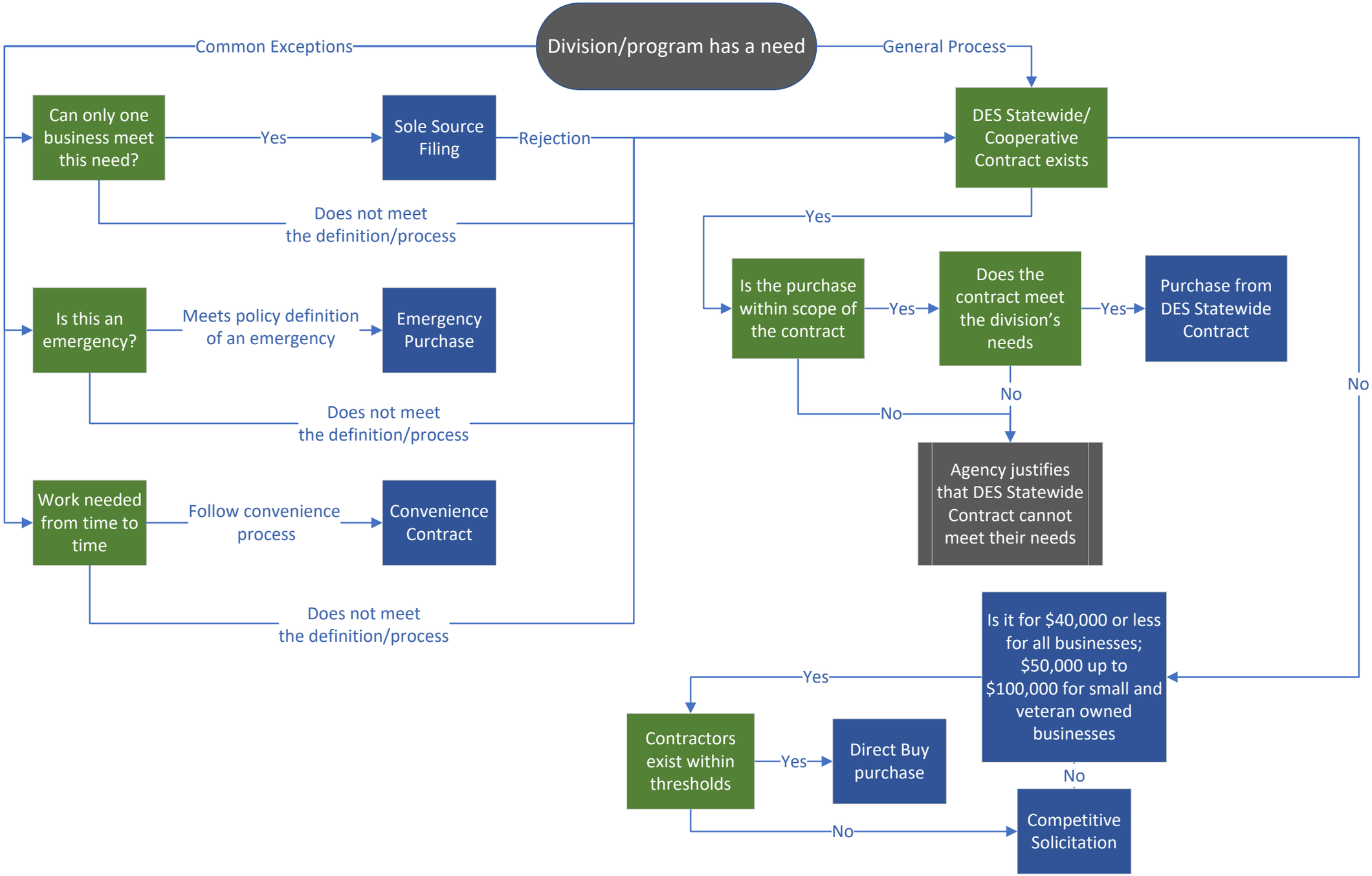
Division/program has a need
Common Exceptions
General Process
Can only one business meet this need?
Yes
Sole Source Filing
Rejection
Does not meet the definition/process
Is this an emergency?
Meets policy definition of an emergency
Emergency Purchase
Does not meet the definition/process
Work needed from time to time
Follow convenience process
Convenience Contract
Does not meet the definition/process
DES Statewide/ Cooperative Contract exists
Yes
Is the purchase within scope of the contract
Yes
Does the contract meet the division's needs
Yes
Purchase from DES Statewide Contract
No
No
Agency justifies that DES Statewide Contract cannot meet their needs
No
Is it for $40,000 or less for all businesses; $50,000 up to $100,000 for small and veteran owned businesses
Yes
Contractors exist within thresholds
Yes
Direct Buy purchase
No
No
Competitive Solicitation