

## **Purchasing Guide**

Most State Contracts are mandatory. Please check State contracts prior to seeking quotes for goods and services. A searchable database can be found here:

<https://procurement.sc.gov/contracts/search>.

The University system also has many fixed price bids and other awarded contracts. Please check these first here and discuss with USCB Purchasing first:

[https://sc.edu/about/offices\\_and\\_divisions/purchasing/solicitations\\_awards/legacy\\_solicitations\\_awards/fixed\\_price\\_bids/index.php](https://sc.edu/about/offices_and_divisions/purchasing/solicitations_awards/legacy_solicitations_awards/fixed_price_bids/index.php)

### **Technology (software and hardware):**

Contact IT prior to purchasing - All hardware and software, regardless of price, must be approved by USCB IT prior to purchase or signature of a contract. Software determined to handle Personally Identifiable Information (PII) requires a data security risk assessment, a signed Data Sharing Agreement, and Data Steward approval. Proceeding without this assessment could result in lost funds and the inability to utilize the software.

### **All other goods and services:**

- **\$0 - \$4,999** – Purchase via the appropriate method (PCard or payment request)
- **\$5,000 - \$10,000** – if any one piece of equipment is \$5,000 or more, a requisition is required. For all other goods and services, may be paid by check request
- **\$10,000 - \$25,000** – competition is required. We may purchase the lowest of three bona fide quotes with documentation that the same requirements were sent to all three vendors prior to their quote, and their quote was in the last 30 days. For Facilities services (painting, small general contractor work), the vendor must have a commercial license within SC. In rare cases a sole source or exemption may exist. Please discuss with USCB Purchasing prior to engaging a contractor.

- **\$25,000 +** - competition is required. If the goods and services are not on State contract or on a University contract, please work with the USCB Purchasing office several weeks prior to when your items are needed to develop a strong scope of work. USCB will work with USC to issue a formal solicitation that follows State guidelines. In rare cases a sole source or exemption may exist. Please discuss with USCB Purchasing prior to engaging a contractor.