

BPS PROCUREMENT CHOICES

- **Requisition**

- **RFB**

- (Advertised Sealed Bid) \$10,000 and over.

- **RFQ**

- (Sealed Bid) less than \$10,000

- Fax Bid

- Telephone Bid

- E - Procurement Bid (On line)

- **D.O.** - (Direct Order) against Master Agreements. All MA's listed in Advantage 3.8 system. Frequently procured commodities

- **File Price** - (Prices Established) 1 year to 18 months with renewal options, direct purchase/voucher less than \$2,500. Over \$2,500 a requisition must be sent to BPS referencing File Price Number.

- <https://bps.westchestergov.com/savings-for-local-gov-ts/county-contracts-available-to-municipalities>

- **LDPO** - local suppliers \$150 max per transaction per day (voucher)

- **Authorization** - (Emergency) less than \$1,500, use within 24 hours (voucher) over \$1,500 must have approval of County Executive's Office

- **Procurement Cards** - (PC) \$150 or less per transaction, \$1,000 maximum per card per month

- **On-Line** - P.O. generated but not mailed. Specific Vendors.

- **Contracts** - services as required (voucher)

- **Petty Cash**

- **N.Y. State and County Contracts**

- <https://online.ogs.ny.gov/purchase/spg/pdfdocs/statewidetc.pdf>

- **Preferred Sources** - (State mandated):

- <https://ogs.ny.gov/procurement/nys-procurement-bulletin-preferred-source-guidelines>