

Non-Standard Procurement Purchases

Resources:

- Section [07-00.00 Purchasing Overview](#)
- Section 07-09.00 Forms and Instructions or Section 16 Forms, [16-07 Purchasing Forms](#)
- For forms such as the “[Award without engaging in standard procurement form](#)” (formerly Sole Source Request form)
- Section [08-00.00 Accounts Payable](#)

Policy:

1. Verify that the selected vendor meets the requirements to justify not engaging in a standard procurement process. This form may be used if a product or service is considered reasonably available from only a single supplier; transitional costs are a significant consideration (cost/benefit analysis required); or the award is under circumstances that make using a standard procurement process impractical and not in the best interest of the procurement unit. This explanation is considered public information.

Procedures:

Responsible Action:

Purchaser

1. Fill out and submit the “[Award without engaging in standard procurement form](#)” to AOC Purchasing. The form must be accompanied by the quote or Scope of Work for the product or service. Direct questions to AOC Purchasing.

AOC Purchasing

2. Review the “[Award without engaging in standard procurement form](#)” and either approve or disapprove and notify purchaser.

Purchaser

3. If approved, make the purchase. If not, work with AOC Purchasing on a solicitation.
4. Submit the quote/invoice to AOC Purchasing for purchase order and/or payment.

NOTE: If the requested purchase is over \$50,000, AOC Purchasing will post a notice for public review on Sciqwest.com (formerly Bidsync.com) for the required seven calendar days.