

County of Ventura GSA Procurement Competitive Thresholds Quick Reference

<http://gsa.countyofventura.org/bid>

Bid Threshold	\$1-\$25,000	\$25,001-\$200,000	\$200,000 & over	Board Approval
Products	Administrative Process**	3 Written Quotations	Sealed Bid or RFP	Not Required
Maintenance	Administrative Process**	3 Written Quotations	Sealed Bid or RFP	Required, if over \$200,000
Services*	Administrative Process**	Quotation***	Sealed Bid or RFP	Required, if over \$200,000
Bid Threshold	\$1-\$25,000	\$25,001-\$60,000	\$60,001 to \$200,000	Over \$200,000
Public Projects/ Improvements	Administrative Process**	3 Written Quotations	Sealed Bid	Contact Public Works

* IT projects and SAAS same as services - Please refer to GSA Procurement Guide for more information.

**Department may collect verbal or written quotes and may use own selection process.

***Buyer to document reasonableness of cost. Over \$60,000 a buyer shall require quotes, a cost price analysis, or other research demonstrating valid cost of services.

EXCEPTIONS TO BIDDING REQUIREMENTS

*Emergencies
Sole Source
Piggyback*

*Used Equipment
Buying from other Government Agency
Utilities*

*Medical Services
Legal Services*

DEPARTMENT'S RESPONSIBILITIES:

Provide proof of 3rd party approvals where applicable - i.e. HR, ITDS, ITC (for IT projects over \$50,000)

Make only authorized purchases.

Obtain purchase orders before buying.

Submit requisitions to Procurement Services in a timely manner.

Communicate procurement needs openly and clearly to Procurement Services.

Provide generic or non-proprietary specifications with each requisition.

Process vendor invoices in a timely manner.

effective FY2025

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