

# County of Ventura - GSA Procurement

## Competitive Thresholds Quick Reference

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

Bid Threshold	\$1 - \$25,000	\$25,001 - \$200,000	\$200,001 & over	Board Approval
<b>Products</b>	<b>Administrative Process</b> Collect verbal or written quotes use own selection process.	<b>3 Written Quotations</b>	<b>RFB/RFP/RFQ</b> Formal bidding through procurement required	<b>Not Required</b>
<b>Services*</b> *IT projects and SAAS same as services - Please refer to GSA Procurement Guide for more information.	<b>Administrative Process</b> Collect verbal or written quotes use own selection process.	<b>Quotation</b> <b>Document reasonableness of cost. Over \$60,000 buyer shall require quotes, price analysis, or other research demonstrating valid cost of services.</b>	<b>RFB/RFP/RFQ</b> Formal bidding through procurement required	<b>Required, if over \$200,000</b>

Bid Threshold	\$1 - \$25,000	\$25,001 - \$200,000	\$200,001 & over	Board Approval
<b>Maintenance</b>	<b>Administrative Process</b> Collect verbal or written quote use own selection process.	<b>3 Written Quotations</b>	<b>RFB/RFP/RFQ</b> Formal bidding through procurement required	<b>Required, if over \$200,000</b>

Bid Threshold	\$1 - \$75,000	\$75,001 - \$200,000	\$200,001 & over
<b>Public Projects/ Improvements (CUPCCAA)</b>	<b>Administrative Process</b> Collect verbal or written quotes use own selection process.	<b>3 Written Quotations</b>	<b>Contact Public Works</b> Formal Bidding through Public Works Agency and BOS approval

Bid Threshold	\$1 - \$65,000	\$65,001 & over
<b>Professional Services A&amp;E</b> (Architect & Engineering)	Qualifications-based selection required; A&E Contract required	<b>Contact Public Works</b> Formal Bidding through Public Works Agency and BOS approval

Bid Threshold	\$1 - \$14,999	\$15,000 & over	\$25,000 & over
<b>Prevailing Wage Thresholds</b> Project Registration with Dept of Industrial Relations (DIR)	<b>Vendor Monitored</b> Construction, Repair, Installation, Maintenance	<b>Maintenance</b> greater than \$15,000 Public Facility	<b>Construction</b> greater than \$25,000 Public Facility

### EXCEPTIONS TO BIDDING REQUIREMENTS

*Emergencies*  
*Sole Source*  
*Piggyback, Cooperative*  
*Used Equipment*  
*Buying from other Government Agency*  
*Medical Services*  
*Legal Services*  
*Utilities*

### DEPARTMENT'S RESPONSIBILITIES:

Provide 3rd party approvals where applicable - i.e. HR, ITSD, 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.