

**Purchasing Thresholds
Effective July 1, 2018**

**Applies to Transit Agencies using Federal and State Funds. Some exclusions may apply.
Contact the Transit Division with any questions.**

Level	Competition Requirements	Documentation Maintenance Requirement
<p>Level 1 "Micro" Purchase</p> <p>Less than \$10,000</p>	<p>Obtain at least one fair and reasonable quote.</p> <p><u>Note:</u> Equipment and software must be added to inventory if \$5,000 or greater. Add to BlackCat and RouteMatch inventory.</p> <p>Rotate vendors solicited on an equitable basis (N.D.A.C. § 4-12-08-02)</p>	<p>Documentation is required.</p> <p>Alternate Procurement form not required if multiple quotes not solicited</p>
<p>Level 2 Small Purchase</p> <p>At least \$10,000 but less than \$50,000</p>	<p>Solicit informal quotes/bids or proposals from at least three vendors. Online vendors are acceptable.</p> <p><u>Note:</u> If purchasing ADA vehicles off the State Bid, approval required from Transit Division before ordering.</p> <p><u>Note:</u> Assets (vehicle, equipment, software, etc.) must be added to inventory if \$5,000 or greater. Add to BlackCat and RouteMatch inventory.</p>	<p>Documentation is required.</p> <p>Alternate Procurement form required if competition is not solicited from at least three vendors.</p> <p>The form is not required if three vendors are solicited and fewer than three bids or proposals are received.</p>
<p>Level 3 Informal Written Purchase</p> <p>At least \$50,000 but less than \$100,000</p>	<p>Solicit informal bids or proposals. Requires DOT approval</p> <p><u>Note:</u> If purchasing ADA vehicles off the State Bid, approval required from Transit Division before ordering.</p> <p><u>Note:</u> Assets (vehicle, equipment, software, etc.) must be added to inventory if \$5,000 or greater. Add to BlackCat and RouteMatch inventory.</p>	<p>Documentation is required</p> <p>Alternate Procurement form required if: Competition is not solicited. Approval required before purchase.</p>
<p>Level 4 Formal Purchase</p> <p>\$100,000 and over</p>	<p>Must be purchased using formal sealed bids or Request for Proposal (RFP), requires DOT approval.</p> <p><u>Note:</u> If purchasing ADA vehicles off the State Bid, approval required from Transit Division before ordering.</p> <p><u>Note:</u> Assets (vehicle, equipment, software, etc.) must be added to inventory if \$5,000 or greater. Add to BlackCat and RouteMatch inventory.</p>	<p>Documentation is required.</p> <p>Alternate Procurement required if: Competition is not solicited, or competition is limited. Approval required before purchase.</p>