

SONOMA COUNTY PROCUREMENT THRESHOLDS FOR GOODS AND SERVICES¹

GOODS	SERVICES
<p style="text-align: center;">\$0 to \$7,000² No quotes nor procurement required</p> <ul style="list-style-type: none"> Cost must be considered reasonable Distribute equitably among suppliers to the extent practical Prudent person test 	<p style="text-align: center;">\$0 to \$5,000 No quotes nor procurement required</p> <ul style="list-style-type: none"> Cost must be considered reasonable Distribute equitably among suppliers to the extent practical Prudent person test
<p style="text-align: center;">\$7,000 to \$60,000 Informal Solicitation</p> <ul style="list-style-type: none"> Obtain/document price or rate quotations from two or more qualified sources Written or documented quotes 	<p style="text-align: center;">\$5,000 to \$50,000 Informal Solicitation</p> <ul style="list-style-type: none"> Obtain/document price or rate quotations from two or more qualified sources Written or documented quotes
<p style="text-align: center;">Above \$60,000 Competitive Bid</p> <ul style="list-style-type: none"> Conducted with more than one source submitting an offer Price not necessarily used as sole selection factor Cost or price analysis required for purchases in excess of the federal Simplified Acquisition Threshold for federally-funded HSD contracts 	<p style="text-align: center;">\$50,001 or more Competitive Proposals (i.e. Formal RFP)</p> <ul style="list-style-type: none"> Conducted with more than one source submitting an offer Price not necessarily used as sole selection factor Cost or price analysis required for purchases in excess of the federal Simplified Acquisition Threshold for federally-funded HSD contracts
<p>Non-Competitive Procurement</p> <p><i>Noncompetitive procurement.</i> Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:</p> <ul style="list-style-type: none"> The good/service is available only from a single source; Emergency circumstances; HSD expressly authorizes a noncompetitive procurement in response to a written request; or After solicitation of a number of sources, competition is determined inadequate. 	

¹ This document is based on Sonoma County Purchasing Reference Guide as revised 2/26/24.

² **Contractors wishing to purchase equipment over \$5,000 must first contact the Human Services Department Fiscal Division for approval.**