

SONOMA COUNTY PROCUREMENT THRESHOLDS FOR GOODS AND SERVICES¹

GOODS	SERVICES
<p style="text-align: center;">\$0 to \$7,000 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;">\$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 style="text-align: center;">Non-Competitive Procurement</p> <p><i>Non-competitive procurement.</i> Non-competitive 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; • The Department 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 10/19/24.