Small Purchase Procedures and Thresholds

Delaware State University (DSU) follows the State of Delaware procurement guidelines for all State-funded expenditures, including Minor Capital Improvements. Minor Capital Improvement projects include renovations, minor reconstruction, and/or equipment with a life expectancy of ten years or more and a total cost not to exceed \$500,000.

The State Purchasing and Contracting Advisory Council established thresholds that trigger formal bidding procedures in the areas of Material and Non-Professional Services, Public Works, and Professional Services. State agencies are only required to use the formal bidding procedures when a purchase is made in an amount that exceeds the threshold limit.

The basis for DSU?s procurement requirements are in 29 Del. C. § 6902 1, in that, ?Agency? shall include?Delaware State University. As such, DSU must follow the procurement provisions of Chapter 69. DSU is NOT a ?Covered? Agency and therefore is not required to use state contracts, but must follow the procurement rules.

The Small Purchase Procedures and Thresholds [2] established by the State Purchasing and Contracting Advisory Council must be followed. The Council is established in accordance with 29 Del. C. § 6913 [3]. The Delaware Code only authorizes Government Support Services to enter into any cooperative purchasing with one or more public procurement units within the State or within another state; 29 Del C. § 6933 [4]. No other Agency may enter into a cooperative.

In the case of Material and Non-Professional Services, the dollar amount is a yearly cumulative limit. Public Works and Professional Services are on a contract by contract basis.

If you have any questions regarding these purchasing requirements, please contact Delaware State University, Purchasing Department.

Source URL: http://desu.edu/purchasing/small-purchase-procedures-and-thresholds

Links:

- [1] http://delcode.delaware.gov/title29/c069/sc01/index.shtml#6902
- [2] http://gss.omb.delaware.gov/contracting/spp.shtml
- [3] http://delcode.delaware.gov/title29/c069/sc02/index.shtml#6913
- [4] http://delcode.delaware.gov/title29/c069/sc03/index.shtml#6933