

## Proposed Changes to Procurement Thresholds

Current Procurement Threshold	Proposed Threshold	Procurement Procedure	Approval Authorization
Less than \$3,500	Less than \$5,000	Open market, one quote obtained by user department, preferable method is use of Procurement and Contract Management card in accordance with applicable policies	Procurement and Contract Management Manager
\$3,500 - \$9,999	\$5,000 - \$9,999	Open market, three (3) written quotes secured by user department and forwarded to Procurement and Contract Management to process	Procurement and Contract Management Manager
\$10,000 - \$34,999	No Change	Three (3) written quotes secured by Procurement and Contract Management to process	Procurement and Contract Management Manager
\$35,000 - \$64,999	\$35,000 - \$99,999	Formal solicitations secured by Procurement and Contract Management	Town Manager
Construction projects \$35,000-\$99,999	No Change	Three (3) written quotes secured by Procurement and Contract Management	Town Manager
Construction projects greater than \$100,000	No Change	Formal sealed bids secured by Procurement and Contract Management	Town Council
All requests for goods, services, and construction greater than \$100,000		Formal solicitations secured by Procurement and Contract Management	Town Council
<b>If the cumulative total of a contract exceeds the threshold of \$65,000, the item must be presented to Town Council for review and approval</b>	<b>If the cumulative total of a contract exceeds the threshold of \$100,000, the item must be presented to Town Council for review and approval</b>	Formal sealed bids secured by Procurement and Contract Management	Town Council