

MCLA PROCUREMENT POLICY  
THRESHOLD PROCEDURES FOR THE PROCUREMENT OF SUPPLIES AND SERVICES  
EXCLUDING CONSTRUCTION AND DESIGN SERVICES

Estimated Dollar Amount	Less than \$5,000	\$5,000 to \$10,000	Over \$10,000 to \$100,000	Over \$100,000
<b>Procurement Procedure</b>	Sound Business Practices <sup>1</sup>	Required to solicit three quotes unless: single/sole source, emergency, or consortium contract	Use a written purchase description (RFQ) to solicit quotations from no fewer than 3 persons who customarily provide the supply or service unless: single/sole source, emergency, or consortium contract	Sealed bids (IFB) or proposals (RFP) unless: single/sole source, emergency, or consortium contract
<b>Advertising Requirements</b>	None	None	None	Post a notice at least two weeks before bids or proposals are due: 1) on the MCLA procurement website, 2) in a newspaper, 3) on COMMBUYS 4) Goods and Services Bulletin
<b>Submittal Procedure</b>	Requisition Form or MCLA Contract for Services	Requisition Form or MCLA Contract for Services	Requisition Form or MCLA Contract for Services	MCLA Contract for Services
<b>Contract Awardee</b>	Responsible <sup>2</sup> person offering the best price	Responsible <sup>2</sup> person offering the best price	Responsible <sup>2</sup> and responsive <sup>3</sup> bidder offering the best price	IFB: Responsible <sup>2</sup> and responsive <sup>3</sup> bidder offering the best price RFP: The most advantageous proposal from a responsible <sup>2</sup> and responsive <sup>3</sup> proposer taking into consideration price and non-price proposals
<b>Maximum Contract Term</b>	Three years unless a longer period is approved by the VP of Administration and Finance	Three years unless a longer period is approved by the VP of Administration and Finance	Three years unless a longer period is approved by the VP of Administration and Finance	Three years unless a longer period is approved by the VP of Administration and Finance

<sup>1</sup> M.G.L. c. 30B s. 2, defines **sound business practices** as “ensuring the receipt of favorable prices by periodically soliciting price lists or quotes.”

<sup>2</sup> M.G.L. c. 30B s. 2, defines a **responsible** bidder or offeror as “a person who has the capability to perform fully the contract requirements and the integrity and reliability which assures good faith performance.”

<sup>3</sup> M.G.L. c. 30B s. 2 defines a **responsive** bidder or offeror as “a person who has submitted a bid or proposal which conforms in all respects to the invitation for Bids (IFB) or Request for Proposals (RFP).”