



STATE OF DELAWARE **SMALL PURCHASE PROCEDURES AND THRESHOLDS**

September 1, 2021



The 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.

IS IT AVAILABLE ON STATE CONTRACT? **CONTRACTS.DELAWARE.GOV**

Material and Non-Professional Services*

Less than \$10,000 - Open Market Purchase
\$10,000 - \$49,999 - 3 Written Quotes
\$50,000 and over - Formal Bid

Public Works

Less than \$50,000 - Open Market Purchase
\$50,000 - \$149,999 - 3 Letter Bids
\$150,000 and over - Formal Bid

Professional Services

Less than \$100,000 - Open Market
\$100,000 and over - Formal RFP Process

In the case of Material and Non-Professional Services, the dollar amount is a yearly cumulative limit. The other two purchasing areas are on a contract by contract basis.

* All contracts issued by Government Support Services are mandatory for Agencies defined as Covered Agencies, Delaware Code, Title 29, Section 6902(6). Thus, open market purchases are only permitted for those items not already under contract.

It is important to remind you that an Agency may institute policies which are more restrictive than those established either by Code or by the Council. If you have any questions regarding these purchasing requirements, please contact GSS.