

## Dollar Thresholds -- What To Do – Attachment A

### CMAS and Master Agreements

	<b>IT Goods and Services*</b>	<b>Non-IT Services*</b>	<b>Non-IT Goods*</b>
<b>Over \$ 500,000 Master Agreements ONLY</b>	<ol style="list-style-type: none"> <li>All qualified suppliers must be contacted.</li> <li>Obtain approval of DGS to exceed the \$ 500,000 ordering limit; request must include how effective competition to the fullest extent possible will be assured. Additional competitive measures may be required by DGS.</li> <li>All orders must be reported to DGS within 5 working days using the Notice of Contract Award form.</li> </ol>		
<b>\$ 500,000</b>	IT purchases acceptable up to \$500,000. No exemptions from CMAS limit.		
<b>\$ 250,000</b>		Non-IT Services acceptable up to \$250,000. No exemptions.	
<b>\$ 100,000</b>			Non-IT Goods acceptable up to \$100,000. No exemptions from CMAS limit.
<b>Over \$250,000</b>	<ol style="list-style-type: none"> <li>Solicit a minimum of 3 offers including one small business (if available). If less than 3 offers are received, documentation of solicitation methods must be included with contract reporting to DGS. If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed, see Attachment B.</li> <li>All orders must be reported to DGS within 5 working days using the Notice of Contract Award form.</li> <li>Variance of model contract terms allowed only with DGS approval.</li> <li>For Master Agreements, existing lower dollar limits established by actual agreements may further reduce this maximum.</li> <li>IF GS \$SMART is utilized for financing, DGS-PD approval required before award.</li> </ol>	<ol style="list-style-type: none"> <li>Solicit a minimum of 3 offers including one small business (if available). If less than 3 offers are received, documentation of solicitation methods must be included with contract reporting to DGS. If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed, see Attachment B.</li> <li>All orders must be reported to DGS within 5 working days using the Notice of Contract Award (NCA) form. Send CMAS NCA's to DGS- PD and Master Agreement NCA's to DGS-OLS.</li> <li>Variance of model contract terms allowed only with DGS approval</li> </ol>	
	Approval by Department Director or immediate next ranking official.	Approval by Department Director or immediate next ranking official.	<ol style="list-style-type: none"> <li>Not applicable for CMAS.</li> <li>Approvals do not apply to competitively bid master commodities contracts.</li> <li>IF GS \$SMART is utilized for financing, DGS-PD approval required before award.</li> </ol>
<b>Under \$ 250,000</b>	<ol style="list-style-type: none"> <li>Solicit a minimum of 3 offers including one small business (if available). If less than 3 offers are received, documentation of solicitation methods must be included in file. If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed, see Attachment B.</li> <li>Variance of model contract terms allowed only with DGS approval.</li> </ol>	<ol style="list-style-type: none"> <li>Solicit a minimum of 3 offers including one small business (if available). If less than 3 offers are received, documentation of solicitation methods must be included in file. If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed, see Attachment B.</li> <li>Variance of model contract terms allowed only with DGS approval.</li> </ol>	<ol style="list-style-type: none"> <li>Solicit a minimum of 3 offers including one small business (if available). If less than 3 offers are received, documentation of solicitation methods must be included in file. If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed, see Attachment B.</li> <li>Variance of model contract terms allowed only with DGS approval.</li> </ol>
<b>Over \$ 50,000</b>		<ol style="list-style-type: none"> <li>DGS/PD review and approval required for CMAS orders.</li> <li>Master Agreements, DGS/OLS review and approval for contract orders.</li> </ol>	

**\*Evaluation/award may be awarded on the basis of best value, as applicable, and not restricted to lowest cost.**