



3344-65-15 Major purchases.

The early involvement of purchasing services in the initial stages of a contemplated major purchase, defined as having an estimated value, which exceeds the formal bid dollar threshold, cannot be over emphasized. When a major purchase is under consideration, contact the purchasing department or the purchasing agent assigned to that commodity. Indicate the basic requirements and potential vendors and sources. Purchasing services staff shall research state contract or IUC price agreement vendors and suggest them as first contacts. The purchasing agent shall work with the requester to further define needs and develop an evaluation process. At this point, it will be determined whether the acquisition will be made utilizing an existing contract or whether the bid process must be initiated. (For policies concerning construction, see rule 3344-65-26 of the Administrative Code, procurement policy for design and construction services).

Policy Name: Major purchases.

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