

## State Procurement Competition Thresholds – Effective August 1, 2023

Purchase directly from [government source of supply](#) regardless of dollar amount. Does not apply to exempted goods and services.  
Resources: STATE [OMB Website](#) [ND Team Connect](#) NDUS [SBHE Policies](#), [NDUS Procedures](#), [Core Technology Services \(CTS\)](#)

Questions? STATE contact [infospo@nd.gov](mailto:infospo@nd.gov) or 701-328-1728. NDUS contact [CTS Procurement Request](#). (Updated 8-1-23)

| Level  | Competition and Review Requirements   |
|--|---|
| <b>Information Technology (IT)</b><br><br>Special Procedures                                   | STATE: <a href="#">Initiative Intake</a> required when IT business need identified. <a href="#">Guidelines to IT Procurement</a> . <a href="#">Third Party Risk Management (TPRM)</a> and <a href="#">IT Review</a> requirements apply. State Contracts indicate if IT approval is required, See <a href="#">NDIT Services, Support, Equipment, Software</a><br><br>NDUS: See <a href="#">SBHE Policies</a> , <a href="#">NDUS Procedures</a> , <a href="#">Contact CTS</a> for assistance.   |
| <b>Printing</b><br><br>ND Preference Law<br><br>STATE agencies delegated Level 1               | If practicable, printing must be awarded to a resident ND bidder. ( <a href="#">N.D.C.C. § 46-02-15</a> )<br><br>STATE: Agencies delegated purchase authority for printing less than \$10,000.<br>-May use <a href="#">Central Duplicating &amp; Mail</a> and State Contracts regardless of dollar value.<br>-\$10,000 and over must submit <a href="#">Purchasing Work Request</a> . See <a href="#">Print Procurement Guidelines</a><br><br>NDUS: See Campus internal procedures  |
| <b>Fixed Assets</b><br>\$5,000 and over  | Equipment and software \$5,000 or greater must be reported as Fixed Assets. ( <a href="#">N.D.C.C. § 54-27-21</a> ) STATE: See OMB <a href="#">Fiscal Policy 205</a> . NDUS: See <a href="#">NDUS Accounting Manual</a>   |
| <b>Secretary of State Registration</b>   | Contractors with a <a href="#">Secretary of State registration requirement</a> must be registered before the contract award and duration of contract period ( <a href="#">N.D.C.C. § 54-44.4-09.1</a> ).  |
| <b>Level 1 Micro Purchases</b><br><br>Less than \$10,000                                       | -Obtain at least one fair and reasonable quote ( <a href="#">N.D.C.C. § 54-44.4-11</a> ).<br>-Rotate vendors solicited on an equitable basis. ( <a href="#">N.D.A.C. § 4-12-08-02</a> )<br>-Use <a href="#">State Purchasing Card</a> when possible. <a href="#">OMB Fiscal Policy 300</a> .<br>-If competition obtained, document solicitation used, vendors solicited, any amendments, responses received, evaluation, basis for award.<br>-Alternate Procurement (AP) not required if no competition.  |
| <b>Level 2 Small Purchases</b><br><br>At least \$10,000 but less than \$50,000                 | -Solicit informal bids or proposals from at least three vendors.<br>-May post to SPO Online and send to bidders list. May send to other potential vendors.<br>-Document solicitation used, vendors solicited, any amendments, responses received, evaluation, basis for award.<br>-Alternate Procurement is required if fewer than three vendors are solicited.<br>STATE: Printing \$10,000 & over submit <a href="#">SPO Work Request</a> if not using state source of supply.   |
| <b>Level 3 Informal Purchase</b><br><br>At least \$50,000 but less than \$100,000              | -Post informal bid or proposal to SPO Online and send to bidders list. May send to other potential vendors.<br>-Alternate Procurement required if soliciting less than required level of competition.<br><br>STATE: Printing \$10,000 & over submit <a href="#">SPO Work Request</a> if not using state source of supply.   |
| <b>Level 4 Formal Purchases</b><br><br>\$100,000 and over                                      | -Post formal sealed Invitation for Bid (IFB) or Request for Proposal (RFP) to SPO Online and send to bidders list. May send to other potential vendors.<br>-Document solicitation method used, vendors solicited, SPO Online email notice, any amendments, evaluation method, and basis for award.<br>-Prohibition of Israel Boycott ( <a href="#">N.D.C.C. § 54-44.4-15</a> ) (does not apply to contracts below \$100,000 and companies with fewer than ten employees).<br>-Alternate Procurement required if soliciting less than required level of competition.<br><br>STATE: Major IT Projects \$500,000. ( <a href="#">N.D.C.C. § 54-59-32</a> ). OMB State Procurement will procure unless agency receives special delegation.<br>NDUS: Major IT Projects \$500,000. ( <a href="#">N.D.C.C. § 54-35-15.2 (11)</a> ) and <a href="#">NDUS Procedures 1201.1</a> ) |
| <b>Alternate Procurements</b><br><br>\$10,000 & over<br>Noncompetitive and Limited Competitive | <a href="#">Alternate Procurements</a> requests must provide justification and supporting facts.<br>-Notice of Intent to Make a Limited or Noncompetitive Purchase posted on SPO Online to determine if AP is appropriate. See <a href="#">Template</a> . ( <a href="#">N.D.C.C. § 54-44.4-05</a> , <a href="#">N.D.A.C. § 4-12-09</a> )<br><br>STATE: Submit to OMB State Procurement using <a href="#">Purchasing Work Request</a> . Information Technology require <a href="#">IT Procurement Procedures</a><br>NDUS: See Campus internal procedures. <a href="#">NDUS APR Template</a>  |