

State Procurement Competition Thresholds – Effective August 1, 2023

Competition requirements do not apply if purchasing from a [government source of supply](#) or the purchase is exempt from state procurement.

Resources: [OMB Website](#) [ND Team Connect](#) High Education: [SBHE Policies](#), [NDUS Procedures](#), [Core Technology Services \(CTS\)](#)

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Level	Competition and Review Requirements	Documentation Requirement
Information Technology (IT)	<ul style="list-style-type: none"> -Initiative Intake required when IT business need is identified and planning for an IT procurement. -Third Party Risk Management (TPRM) may apply. -IT Review requirements may apply. -State Contracts indicate if NDIT approval is required. -NDIT Services, Support, Equipment, Software. 	<p>State: See IT Procurement Guidelines</p> <p>NDUS: See SBHE Policies, NDUS Procedures, IT Policies and Procedures, CTS Administrative Services, Contact CTS for assistance.</p>
Printing	<p>Bidding Preference Law: If practicable, printing must be awarded to a resident ND bidder. (N.D.C.C. § 46-02-15)</p> <p>State: OMB Central Duplicating & Mail, State Contracts, Agencies may purchase printing less than \$10,000.</p>	See Print Procurement Guidelines
Fixed Assets	Equipment and software \$5,000 or greater must be reported as Fixed Assets. (N.D.C.C. § 54-27-21)	See OMB Fiscal Policy 205
Level 1 Micro Purchase Less than \$10,000	<p>Obtain at least one fair and reasonable quote. Rotate vendors solicited on an equitable basis. (N.D.A.C. § 4-12-08-02)</p> <p>State Printing: May use OMB Central Print and Mail, submit SPO Work Request, or make Level 1 Purchase (printing in-state preference law applies).</p>	<p>Alternate Procurement (AP) is not required if no competition.</p> <p>If competition obtained, document solicitation used, vendors solicited, any amendments, responses received, evaluation, basis for award.</p>
Level 2 Small Purchase At least \$10,000 but less than \$50,000	<p>Solicit informal bids or proposals from at least three vendors or post to SPO Online and send to bidders list. May send to other potential vendors.</p> <p>State Printing: Submit SPO Work Request if not using OMB Central Print & Mail or state source of supply.</p>	<p>Document solicitation used, vendors solicited, any amendments, responses received, evaluation, basis for award.</p> <p>Alternate Procurement is required if fewer than three vendors are solicited.</p>
Level 3 Informal Purchase At least \$50,000 but less than \$100,000	<p>Post informal bid or proposal to SPO Online and send to bidders list. May send to other potential vendors.</p> <p>State Printing: Submit SPO Work Request if not using OMB Central Print & Mail or state source of supply.</p>	<p>Document solicitation used, vendors solicited, SPO Online email notice, any amendments, responses received, evaluation, basis for award.</p> <p>Alternate Procurement if soliciting less than required level of competition.</p>
Level 4 Formal Purchase \$100,000 and over	<p>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.</p> <p>State Printing: Submit SPO Work Request if not using OMB Central Print & Mail or state source of supply.</p> <p>State: Major IT Projects \$500,000. (N.D.C.C. § 54-59-32)</p> <p>Prohibition of Israel Boycott (N.D.C.C. § 54-44.4-15) (does not apply to contracts below \$100,000 and companies with fewer than ten employees).</p>	<p>Document solicitation method used, vendors solicited, SPO Online email notice, any amendments, evaluation method, and basis for award.</p> <p>Alternate Procurement if soliciting less than required level of competition.</p> <p>State: Major IT Projects procured by OMB State Procurement unless delegated.</p>
Alternate Procurements \$10,000 and over	<p>Alternate Procurements required for limited competitive and noncompetitive purchases over \$10,000.</p> <p>Notice of Intent to Make a Limited or Noncompetitive Purchase posted on SPO Online to determine if AP is appropriate. (N.D.C.C. § 54-44.4-05, N.D.A.C. § 4-12-09)</p>	<p>Alternate Procurement if soliciting less than required level of competition.</p> <p>If required level of competition solicited and only one bid or proposal is received, see N.D.A.C. § 4-12-11-08.</p> <p>State: NDIT approval may be required.</p>

Contact OMB State Procurement for assistance at infospo@nd.gov or 701-328-4912.