



CITY OF COLUMBIA PURCHASING THRESHOLDS:

Key	Purchasing Threshold
1 Quote required*	Procurement not in excess of \$5,000
2 Quotes required*	\$5,000.01 - \$25,000.00
3 Quotes required* or publicly bid**	\$25,000.01 - \$49,999.99
Formal Solicitation (publically bid)	\$50,000.00 and over

*Quotes must be considered fair and reasonable prior to moving forward.

**City representatives may request 3 quotes or publicly bid procurement needs valued between \$25,000.01 - \$49,999.99.

City departments can obtain quotes for needs valued up to \$49,999.99 in the following ways:

1. Directly request quotes with a company (phone/email/online).
2. Utilize the City's e-procurement system to request quotes from companies registered there.

The City is allowed to utilize State Contract and Cooperative Contracts.

STRATEGIES FOR SUCCESS FOR INFORMAL PROCUREMENT NEEDS VALUED UP TO \$49,999.99:

1. Visit <https://columbiasc.ionwave.net> to register with the City's e-procurement system (eBid) if you haven't already. This requires establishing a profile for your company that includes commodity codes for the types of goods and/or services you provide.
2. View the City's Minority Business Opportunities Directory, which includes City of Columbia departments and community partners at <https://obo.columbiasc.gov/> . This document provides a listing of typical purchases requested by each City department along with department representative names and phone/email/website information.
3. Reach out to City department areas that have needs you can assist with. Cultivate and nurture a relationship with them. They may contact you later requesting a quote when a need arises.

TIPS FOR FORMAL PROCUREMENT NEEDS VALUED at \$25,000.01 OR MORE:**

1. Learn of procurement opportunities advertised in SC Business Opportunities, <https://columbiasc.ionwave.net>, and the City's social media ([Facebook](#), [Instagram](#), [X](#)).
2. Register with the City's e-procurement system (eBid) if you haven't already. This requires establishing a profile for your company that includes commodity codes for the types of goods and/or services you provide.
3. View active procurement opportunities in eBid.
4. Review the procurement opportunity schedule for deadlines.
5. Attend the pre-bid/pre-proposal meeting to learn details.
6. Attend the City's OBO Outreach Meeting to meet other parties interested in the project.
7. Speak with partners/subs and prepare submittal.
8. Ensure you abide by the "No Contact Period" rule. One cannot discuss an active procurement with anyone other than the procurement lead designated in the solicitation document.
9. Ask questions by the Questions Cut-off Deadline.
10. Ensure you include all requested and/or required information in your submittal.