

2 AAC 12.400. Authority to make small purchases

(a) Repealed 2/28/2014.

(b) A purchasing agency shall use reasonable and adequate procedures and make records that facilitate auditing of the purchasing agency, when procuring

- (1) supplies, services, professional services, or construction estimated to cost not more than \$10,000;
- (2) concession contracts estimated to have gross receipts of not more than \$10,000;
- (3) supplies or services while on travel status with or on behalf of the governor estimated to cost not more than \$30,000;
- (4) fish feed for hatchery use estimated to cost not more than \$30,000;
- (5) passenger transportation estimated to cost not more than \$30,000;
- (6) professional services for the office of the governor estimated to cost not more than \$50,000;
- (7) legal or hearing officer services estimated to cost not more than \$50,000.

(c) Except for procurements under (b) of this section, a purchasing agency shall use the following procedures in the procurement of supplies, services, professional services, or construction estimated to cost more than \$10,000, but not more than \$50,000, or for concession contracts estimated to have gross receipts of more than \$10,000, but not more than \$50,000:

- (1) for the solicitation,
 - (A) at least three firms or persons shall be contacted for a quotation or informal proposal and the procurement officer shall designate whether the response may be made in writing or verbally; and
 - (B) the solicitation may be made verbally or in writing and shall include the specifications, the award criteria, and the date and time responses are due;
- (2) for the award, the purchasing agency shall make the award
 - (A) in accordance with the specifications and award criteria in the solicitation; and
 - (B) to the responsive and responsible firm or person that submitted the lowest quotation or the informal proposal that is the most advantageous to the purchasing agency;
- (3) as part of the file on the procurement, the procurement officer shall include the
 - (A) name of the person who made the solicitation and the date of the solicitation;
 - (B) information provided by the purchasing agency under (1)(B) of this subsection;
 - (C) names of the firms or persons contacted, a summary of any verbal responses, and copies of all quotations or informal proposals received; and
 - (D) justification for the award.

(d) A purchasing agency shall use the following procedures for the procurement of supplies, services, or professional services estimated to cost more than \$50,000, but not more than \$100,000; for concession contracts estimated to have gross receipts of more than \$50,000, but not more than \$100,000; or for construction estimated to cost more than \$50,000, but not more than \$200,000:

- (1) for the solicitation,
 - (A) at least three firms or persons shall be contacted for a quotation or informal proposal and the procurement officer shall require the response to be made in writing; and
 - (B) the solicitation shall be made in writing and shall include the specifications, the award criteria, and