

What I Need

High-Level Requirements

High-Level Instructions

Is Available from a QPA	Is Available thru ICI or Ability Indiana	Costs \$1,500 or less	Costs \$1,500 to \$2,500	Costs \$2,500 to \$5,000	Costs \$5,000 to \$75,000	Costs \$75,000 or more
You must buy it from the QPA.	If it costs less than \$1,500 , you must buy it from ICI or Ability Indiana.	Competitive quotes aren't required.	Get FOUR quotes by email, phone, fax, or mail.	Get FOUR quotes by email, phone, fax, or mail.	Using formal solicitation procedures, get FOUR quotes by email, fax, or mail.	Agencies do not have authority to make purchases for more than \$75,000; those must go through IDOA Procurement.
You may request an exception from the IDOA Contract Manager if there's potential to save more than 10%. IDOA approval is required to purchase outside the QPA.	If it's more than \$1,500 , you must include ICI or Ability Indiana in the solicitation process. One of the four quotes must be requested from a certified minority, women's, or veteran owned business. Compare the ICI or Ability Indiana quote(s) to the other four.	Include certified minority, women's, or veteran owned businesses in your non-competitive purchases when possible.	One of the four quotes must be requested from a certified minority, women's, or veteran owned business.	One of the four quotes must be requested from a certified minority, women's, or veteran owned business.	One of the four quotes must be requested from a certified minority, women's, or veteran owned business.	IDOA will manage a formal solicitation with a Negotiated Bid for goods or a Request for Proposal (typically) when services are needed.
Find all active QPAs through the IDOA Procurement Division website or the State Intranet. It's the procurement agent's responsibility to become familiar with the goods and services available on QPAs.	The Indiana Correctional Industries complete catalog is available online at https://www.in.gov/idoc/indianacorrectionalindustries/ . The Ability Indiana catalog is available online at https://www.abilityin.org/ . You can find a list of their suppliers as well.	If what you need isn't on a QPA or available from ICI or Ability Indiana, buy it from any responsible supplier you choose; competitive quotes aren't necessary.	Those contacted, the price quotes, date of the conversation, and the justification for award must all be documented using the DPAP Solicitation Summary form. The form or the same information must be attached or entered in the Justification field on the PeopleSoft Requisition, if the agency requires it. The form must be attached as a Header Comment to the resulting PO. This applies to all purchases between \$1,500 and \$75,000.	The awarded supplier must provide the completed Quotation Confirmation form and a signed copy of the Terms and Conditions document.	Bidders must be given seven business days to respond and the package of standard solicitation forms must be included with the request for quotes.	Information about IDOA managed solicitations is available online at https://www.in.gov/idoa/procurement/how-to-build-a-request-for-proposal-rfp/ .