SONOMA COUNTY PROCUREMENT THRESHOLDS FOR GOODS AND SERVICES[1]

GOODS	SERVICES
$0 to $7,000[2] No quotes nor procurement required • Cost must be considered reasonable • Distribute equitably among suppliers to the extent practical • Prudent person test	**$0 to $5,000** No quotes nor procurement required • Cost must be considered reasonable • Distribute equitably among suppliers to the extent practical • Prudent person test
$7,000 to $75,000 Informal Solicitation • Obtain/document price or rate quotations from two or more qualified sources • Written or documented quotes	**$5,000 to $75,000** Informal Solicitation • Obtain/document price or rate quotations from two or more qualified sources • Written or documented quotes
Above $75,000 Competitive Bid • Conducted with more than one source submitting an offer • Price not necessarily used as sole selection factor • Cost or price analysis required for purchases in excess of the federal Simplified Acquisition Threshold for federally-funded HSD contracts	**Above $75,000** Competitive Proposals (i.e. Formal RFP) • Conducted with more than one source submitting an offer • Price not necessarily used as sole selection factor • Cost or price analysis required for purchases in excess of the federal Simplified Acquisition Threshold for federally-funded HSD contracts

Non-Competitive Procurement

Noncompetitive procurement. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

- The good/service is available only from a single source;
- Emergency circumstances;
- HSD expressly authorizes a noncompetitive procurement in response to a written request; or
- After solicitation of a number of sources, competition is determined inadequate.

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[1] This document is based on Sonoma County Purchasing Reference Guide as revised November 2026.

[2] **Contractors wishing to purchase equipment over $5,000 must first contact the Human Services Department Fiscal Division for approval.**