**NEW MEXICO PURCHASING PROCESS** per NMSA 1978

- Needs are recognized, perceived or indicated

- Specifications or statement of work are developed
  13-1-89, 13-1-164 thru 13-1-168

- If cost is more than $5,000
  - Purchase Order to the source offering the best pricing is approved by control agent, 13-1-77, and is awarded to successful source 13-1-58

- If cost is less than $5,000
  - Pricing from at least 2 known vendors or catalogues obtained by user. 13-1-125 C & D

- Purchase Document authorized by appropriate control agent that details the needs, undergoes internal fund verification and is forwarded to the central purchase office.

- Purchasing Office receives Purchase Document and conducts procurement in accord with State Procurement Code and Central Purchasing Office regulations.

- If cost is less than $20,000
  - Informal competitive bids are solicited from at least 3 known sources. (13-1-125A)

- If cost is $20,000 or more.
  - Formal sealed bids are solicited. (13-1-102 thru 13-1-110)

  - Rejected 13-1-131

  - **Negotiations**

  - Informal competitive proposal are solicited 13-1-125B
    (Negotiations)

  - Rejected 13-1-131

- For Professional Services less than $30,000 (13-1-125B) or Engineering (A/E) Services less than $25,000 (13-1-66.1, 13-1-91, 13-1-120)

  - *Formal sealed competitive proposals are solicited (Negotiations) 13-1-111, 13-1-122

  - Rejected 13-1-131

  - Award recommendation submitted for consideration 13-1-117.1, 13-1-122

- For Professional Services $30,000 or more (13-1-102, 13-1-111, 13-1-117) or Engineering Services of $25,000 or more (13-1-117.2 thru 13-1-124)

  - Rejected 13-1-131

  - *Formal sealed competitive proposals are solicited (Negotiations) 13-1-111, 13-1-122

  - Rejected 13-1-131

  - Award recommendation submitted for consideration 13-1-117.1, 13-1-122

- Other methods of procurement:
  - Emergency 13-1-127, Sole Source 13-1-126, Existing Contracts 13-1-129, Exemptions 13-1-98 (Negotiations)


* A request for Proposal for Procurement of items of Tangible Personal Property and Non-Professional Services (not construction) requires a determination 13-1-76

** If no bids are received or if all bids are rejected after two successive identical bid attempts, then items or services may be procured by negotiations 13-1-131.

If low bid exceeds budgeted funds by less than 10%, negotiation with low bidder may be conducted to reduce costs to stay within project funds 13-1-105.

**NMED Construction Programs Bureau Procurement Process Chart – Revised 6/05**