



City of Phoenix

2015 BUSINESS EXPERIENCE

FACT SHEET

SESSION 2 HOW TO PLAY IN THE TOURNAMENT: CITY OF PHOENIX PROCUREMENT PROCESS

Key Points

- Small Dollar Purchases less than \$5,000 are delegated to the City Department who collects quotes and awards to vendor(s).
- Request for Quotations (RFQ) \$5,000 to \$35,000 are delegated to Central Procurement who requests quotes, determines responsive and responsible bidder(s), and awards to vendor.
- Competitive Sealed Bids or Proposals (Invitation for Bids and Request for Proposals) greater than \$35,000 are delegated to Central Procurement. These formal solicitations are published on the City web page. Award of bids are determined by lowest responsive and responsible bidder(s), whereas award of proposals are determined by highest scored proposer(s). Both require Council approval.

Useful Links

Vendor Help Center Link

<https://www.phoenix.gov/finance/bidding/vendor-help-center>

City of Phoenix Solicitations Link

<https://www.phoenix.gov/solicitations>

Public Records Link

<https://www.phoenix.gov/pio/public-records>

City of Phoenix
Finance Department
Procurement Division

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