

## Bids and Proposals Requirements

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### Field Definition

The following table provides the definition for Bids and Proposals Requirements.

Field Name	Description
Bids and Proposals Requirements	This field is required for all purchase orders over \$20,000. Please choose a value from the list of values.

### List of Values

The following table provides definitions of the values for Bids and Proposals Requirements.

Value	Description
Minimum of 3 Written Bids were received	Purchase Orders exceeding \$50,000
Minimum of 3 Written or Verbal Bids were received	Purchase Orders exceeding \$20,000 but less than \$50,000
Miscellaneous Encumbrance	Miscellaenous Encumbrance
Purchased on State Contract	Purchased on State Contract
Sole/Single Source Vendor	Sole/Single Source Vendor
Subcontractor	Subcontractor