



CLERK OF THE COURT AND COMPTROLLER OF MIAMI-DADE COUNTY

PROCUREMENT SNAPSHOT

PROCUREMENT CATEGORIES BY THRESHOLD

| Category | Dollar Values | Procurement Method | Minimum Requirements | Approval / Award Authority |
|--------------------------|---|------------------------------|---|----------------------------------|
| Micro Purchases | Up to \$2,500 | Direct purchase | Written Department approval only | Department Director or Designee |
| Small Purchases (Tier 1) | >\$2,500 – \$5,000 | Informal quotes | Minimum of two (2) written quotes | Procurement Director or Designee |
| Small Purchases (Tier 2) | >\$5,000 – \$25,000 | Advertised competition (ITQ) | Formal quote process via INFORMS | Procurement Director or Designee |
| Competitive Purchases | >\$25,000-\$200,000 per Contract Year | ITB/RFP/RFQ | Advertised solicitation and public notice | Procurement Director |
| | >\$200,000 per Contract Year | | | Clerk |
| Bid Waivers | ≤\$100,000 per Contract Year | Written Justification | Documented justification and approval | Procurement Director |
| | >\$100,000 per Contract Year | | | Clerk |
| Contract Modifications | Within delegated threshold or ≤180-day administrative extension | Amendment/Modification | Written justification and compliance review | Procurement Director |
| | Above delegated threshold or >180-day administrative extension | | | Clerk |

ADDITIONAL GUIDANCE

Emergency Purchases:

May be approved under written certification by Department Director and processed by Procurement Director consistent with delegated thresholds. Formal emergency declarations automatically qualify.

Ethical Standards:

All personnel must comply with [Florida Statutes Chapter 112, Part III](#). Avoid conflicts of interest, gifts, and unfair advantage. Maintain transparency, confidentiality, and equitable treatment of vendors.

Contract Management:

Departments oversee deliverables and vendor performance; Procurement Office manages amendments, renewals, and compliance. Unauthorized purchases or modifications are subject to administrative review.

REFERENCE

Forms and templates are available on the Clerk's intranet: <https://intra.miamidade.gov/clerk/online-forms-procurement.asp>