



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>