## ATTACHMENT B - PROCUREMENT ADMINISTRATIVE MANUALS

02.004.00Contracting for Professional Services when fees are in excess of \$50,00002.005.00Contracting for Professional Services when fees are \$50,000 or less07.001.00Purchase Requisition07.001.01 - Attachment #1Requisition Check List07.001.02 - Attachment #2Authorized Signature Authority Portal Instructions07.001.03 - Attachment #3COI Portal Entry Guide07.002.00Purchase Orders07.003.00Change Orders07.004.00Cancellation of Purchase Orders07.007.00Emergency Procurements07.008.00Annual Purchase Orders07.009.00Vehicle Fleet Acquisition07.001.01 - Attachment #1Purchase Order Partial Payment07.010.00Equipment Replacement07.011.00Receiving and Payment of Supplies07.011.01 - Attachment #1Purchase Order Partial Payment07.012.00Disposition of Surplus or Obsolete Goods07.013.00Donation of Surplus or Obsolete Technology Equipment07.013.01 - Attachment #1Donation List Form07.013.02 - Attachment #1Donation Ist Form07.013.03 - Attachment #1Donation Ist Form07.015.00Competitive Bids07.015.00FEMA Emergency Purchasing Procedures07.016.00FEMA Emergency Purchasing Procedures07.017.00Purchasing Card (P-Card)07.018.00FEMA Emergency Purchasing Procedures07.019.00Bid Protest Procedures07.012.00Contracting for Professional Services07.012.00Contractor and Consultant Pane	Admin. Manual Number	Title
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07.001.01 - Attachment #1Requisition Check List07.001.02 - Attachment #2Authorized Signature Authority Portal Instructions07.001.03 - Attachment #3COI Portal Entry Guide07.002.00Purchase Orders07.003.00Change Orders07.004.00Cancellation of Purchase Orders07.007.00Emergency Procurements07.008.00Annual Purchase Orders07.008.01 - Attachment #1Purchase Order Partial Payment07.009.00Vehicle Fleet Acquisition07.010.00Equipment Replacement07.010.01 - Attachment #1Asset Activity Report Form 1232-01R607.011.01 - Attachment #1Purchase Order Partial Payment07.012.00Disposition of Surplus or Obsolete Goods07.013.01 - Attachment #1Donation of Surplus or Obsolete Technology Equipment07.013.02 - Attachment #1Donation of Surplus or Obsolete Technology Equipment07.013.03 - Attachment #1Donation of Surplus or Obsolete Technology Equipment07.013.01 - Attachment #1Donation Is Form07.013.02 - Attachment #1Donation Is Form07.014.00Processing Negotiated Contracts and Agreements07.015.00Competitive Bids07.017.00Purchasing Card (P-Card)07.018.00FEMA Emergency Purchasing Procedures07.019.00Bid Protest Procedures07.011.00Vendor Performance Evaluation07.012.00Contracting for Professional Services07.012.01Vendor Performance Evaluation07.013.02 - Attachment #1Vendor Performance Evaluation <tr< td=""><td>02.005.00</td><td>Contracting for Professional Services when fees are \$50,000 or less</td></tr<>	02.005.00	Contracting for Professional Services when fees are \$50,000 or less
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07.002.00Purchase Orders07.003.00Change Orders07.004.00Cancellation of Purchase Orders07.007.00Emergency Procurements07.008.00Annual Purchase Orders07.008.01 - Attachment #1Purchase Order Partial Payment07.009.00Vehicle Fleet Acquisition07.010.01 - Attachment #1Asset Activity Report Form 1232-01R607.011.00Receiving and Payment of Supplies07.012.00Disposition of Surplus or Obsolete Goods07.012.01 - Attachment #1Asset Activity Report Form 1232-01R607.012.00Disposition of Surplus or Obsolete Goods07.013.00Donation of Surplus or Obsolete Technology Equipment07.013.01 - Attachment #1Donation List Form07.013.02 - Attachment #2Asset Activity Report Form 1232-01R607.014.00Processing Negotiated Contracts and Agreements07.015.00Competitive Bids07.016.00Waiver of Formal Competitive Bids07.017.00Purchasing Card (P-Card)07.018.00FEMA Emergency Purchasing Procedures07.019.00Bid Protest Procedures07.021.00Contracting for Professional Services07.021.00Vendor Performance Evaluation07.021.00Contracting and Consultant Panels Establishment07.022.00Contractor and Consultant Panels Utilization	07.001.02 - Attachment #2	Authorized Signature Authority Portal Instructions
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07.010.01 - Attachment #1Asset Activity Report Form 1232-01R607.011.00Receiving and Payment of Supplies07.011.01 - Attachment #1Purchase Order Partial Payment07.012.00Disposition of Surplus or Obsolete Goods07.012.01 - Attachment #1Asset Activity Report Form 1232-01R607.013.00Donation of Surplus or Obsolete Technology Equipment07.013.01 - Attachment #1Donation List Form07.013.02 - Attachment #2Asset Activity Report Form 1232-01R607.014.00Processing Negotiated Contracts and Agreements07.015.00Competitive Bids07.017.00Purchasing Card (P-Card)07.019.00Bid Protest Procedures07.019.00Bid Protest Procedures07.021.00Vendor Performance Evaluation07.021.01 - Attachment #1Vendor Performance Evaluation07.022.00Contractor and Consultant Panels Establishment07.023.00Contractor and Consultant Panels Utilization	07.009.00	Vehicle Fleet Acquisition
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07.012.00Disposition of Surplus or Obsolete Goods07.012.01 - Attachment #1Asset Activity Report Form 1232-01R607.013.00Donation of Surplus or Obsolete Technology Equipment07.013.01 - Attachment #1Donation List Form07.013.02 - Attachment #2Asset Activity Report Form 1232-01R607.014.00Processing Negotiated Contracts and Agreements07.015.00Competitive Bids07.017.00Waiver of Formal Competitive Bids07.017.00Purchasing Card (P-Card)07.019.00Bid Protest Procedures07.020.00Contracting for Professional Services07.021.01 - Attachment #1Vendor Performance Evaluation07.022.00Contractor and Consultant Panels Establishment07.023.00Contractor and Consultant Panels Utilization	07.011.00	Receiving and Payment of Supplies
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07.019.00Bid Protest Procedures07.020.00Contracting for Professional Services07.021.00Vendor Performance Evaluation07.021.01 - Attachment #1Vendor Performance Evaluation Form07.022.00Contractor and Consultant Panels Establishment07.023.00Contractor and Consultant Panels Utilization	07.017.00	Purchasing Card (P-Card)
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07.021.00Vendor Performance Evaluation07.021.01 - Attachment #1Vendor Performance Evaluation Form07.022.00Contractor and Consultant Panels Establishment07.023.00Contractor and Consultant Panels Utilization	07.019.00	Bid Protest Procedures
07.021.01 - Attachment #1Vendor Performance Evaluation Form07.022.00Contractor and Consultant Panels Establishment07.023.00Contractor and Consultant Panels Utilization	07.020.00	Contracting for Professional Services
07.022.00Contractor and Consultant Panels Establishment07.023.00Contractor and Consultant Panels Utilization	07.021.00	Vendor Performance Evaluation
07.023.00 Contractor and Consultant Panels Utilization	07.021.01 - Attachment #1	Vendor Performance Evaluation Form
	07.022.00	Contractor and Consultant Panels Establishment
07.024.00 Environmentally Preferable Procurement (EPP)	07.023.00	Contractor and Consultant Panels Utilization
	07.024.00	Environmentally Preferable Procurement (EPP)