

Frequently Asked Questions – All Customers

Q: Where are invitations to bid and requests for proposals advertised?

A: Requests of this nature are listed both on the purchasing website under Bid Board, and on www.ebidmarketplace.com. If vendors register with eMaryland Marketplace and select the commodity codes for services/products they provide, they will automatically be notified of bids that match their commodity codes.

Q: When is the Bid Results page updated with the awarded vendor?

A: The Bid Results page will list the awarded vendor on projects after a contract has been approved and awarded.

Q: What are the thresholds for requiring purchase orders, three price quotes, and sole source forms?

A: \$0 - \$999 – Formal quotes, bids, or purchase orders are not required.

\$1,000 - \$2,499 – A requisition and purchase order(s) must be processed with approval(s). User agency is to find best source and price.

\$2,500 - \$24,999 – A requisition and purchase order(s) must be processed with proper approval(s). User agency must complete a three price summary form or sole source form.

\$25,000 and above – Written, sealed bids are required from two (2) or more vendors. If SMCPS receives only one bid the Purchasing Office will evaluate the bid and determine if the submission is acceptable and can be forwarded to the Board of Education of St. Mary's County for approval.

Frequently Asked Questions – Internal Customers

Q: How can I find vendors who sell products I need for my school/office?

A: From the purchasing webpage there is an intranet link for "Vendor Resources". When a vendor sends in a catalog or calls to request to become a vendor in our system, their information is added to this listing under the appropriate category. Also, any special promotions, discounts, etc. that the vendor is offering are listed here as well and updated frequently.

Q: Are vendors on the intranet listing "Vendor Resources" approved for online ordering, and are they listed as vendors in the eFinance System?

A: Not necessarily, the vendor's online ordering features may not be available to use at this time. A purchase order must be generated if the order is over \$1,000 or if the company will not bill after ordering. Vendors on the list are not necessarily already in the system. They are a potential vendor who can offer additional competitive pricing, but unless someone has ordered from them before, they are not automatically added to our vendor listing in eFinance.

Q: How do I enter a requisition?

A: Please click on training documents [here](#).

Q: How do I change a line item on a requisition?

A: Please click on information [here](#).

Q: How do delete a requisition

A: Please click on steps required [here](#).

Q: Do you have any additional information/tips on requisitions?

A: Please see additional notes [here](#).