



BidBuy ACTION Guidance

Procurement Action	Submit REQ		Cancel Req		Convert REQ		Send BID		"Cancel" BID		Apply BID Amendment		Convert BID to PO		Notify PPB		Send PO		Apply Change Order*	
	Agency	SPO	Agency	SPO	Agency	SPO	Agency	SPO	Agency	SPO	Agency	SPO	Agency +N6:N1 4N6:N1 N6:O22	SPO	Agency	SPO	Agency	SPO	Agency	SPO
IFB	X		X		X			X		X		X	X			X	X		X	
RFP	X		X		X			X		X		X	X			X	X		X	
RFI Lease	X		X		X			X		X		X	X			X	X		X	
Emergency	X		X		X			X		X		X	X			X	X		X	
Sole Source	X		X		X			X		X		X	X		N/A		X		X	
State Use	X		X		X			X		X		X	X			X	X		X	
No Cost, Lease, Concession	X		X		X			X		X		X	X			X	X		X	
QBS	X		X		X			X		X		X	X			X	X		X	
RFI	X		X		X			X		X		X	X		N/A		N/A		X	
Small \$10,000 and Under	X		X		N/A		N/A		N/A		N/A		N/A		N/A		X		X	
Small \$10,001 - \$50,000	X		X		X			X		X		X	X		N/A		X		X	
Small Above \$50,000	X		X		X			X		X		X	X			X	X		X	
Demand REQ Above SP Threshold	X		X		X			X		X		X	X			X	X		X	
Release off Master	X		X		N/A		N/A		N/A		N/A		X		N/A		N/A		X	
Release off Master IT or Services	X		X		N/A		N/A		N/A		N/A		X		N/A		N/A		X	
Amendment To The Contract	X		X		X			X		X		X	X			X	N/A		X	
Renewal	X		X		X			X		X		X	X			X	X		X	
Novation/Assignment	X		X		N/A		N/A		N/A		N/A		N/A		N/A		X		X	
General Notice	N/A		N/A		N/A			X		X		X	N/A		N/A		N/A		N/A	

*Apply Change Order Includes both Amendments to the Contract and Non-Material Changes to the Purchase Order.

NOTE: This document provides standard guidance. Agencies may provide more restrictive guidance.