



Cochise County Procurement Department

Public Programs...Personal Service
www.cochise.az.gov

Subject: List of changes to Cochise County Procurement Policy

1. Removed foreword from 2017.
2. Removed sections and references related to static Procurement Forms.
3. Throughout policy, raised dollar threshold from up to \$50,000 to up to \$100,000 for purchases and contracts approved by Contracts Administrator.
4. 6.2 Added language to requirements for quotations for purchases less than \$100,000
 - a. If the required amount of quotations cannot be obtained, the Procurement Officer shall document why this was not possible.
5. 6.2.2 Changed dollar amounts for which two verbal quotes are allowed from \$5,000-35,000 to \$1,000-5,000 and the dollar amounts for which three verbal or written quotes must be acquired from \$5,000-35,000 to \$5,000-100,000.
6. Throughout policy, raised contract award amount to be accepted by Board of Supervisors from \$50,000 to \$100,000.
7. Throughout policy, standardized language regarding quotes to remove “verbal” quotes.
8. Streamlined language regarding Sole Source.
9. Throughout policy, formatting and numbering adjustments.