



Atlanta BeltLine, Inc. (ABI) Process Summary Chart

The Process Summary Chart below highlights the minimum requirements by each dollar threshold of the ABI procurement process.

There are three threshold levels.

1. Small purchases are defined as all purchases up to \$5000. The user is required when feasible, to obtain and document up to three informal quotes.
2. Written formal quotes/proposals from three vendors must be obtained for all purchases between \$5,000.01 to \$49,999.99.
3. A formal competitive procurement process method such as Requests for Proposals (RFP), Requests for Qualifications (RFQ) or Invitations to Bid (ITB) are required for all procurement of supplies and services \$50,000 and above.

<u>Small Purchases/Informal Quotes</u>	<u>Formal Quotes Requires Vendor Signature</u>	<u>Formal Procurement RFP/RFQ/or ITB</u>
\$.01 - \$4,999.99	\$5,000 - \$49,999.99	\$50,000 & above
1 – 3 days	2 – 10 days	45 – 90 days
3 Quotes Required	3 written quotes from vendors	submittals received from open marketplace

All vendors who do business with Atlanta BeltLine, Inc. shall register online to become a vendor at: www.beltline.org/procurement/.

In addition, W-9 and other documents are required at the time of vendor registration and/or prior to vendor selection, solicitation award and contract execution.

The Process Summary serves as a guide for Procurement best practices. All steps in the procurement process are not provided in the Process Summary. ABI reserves the right to modify this guide, and to reject any and all quotes, proposals, and any type of responses from vendors. ABI reserves the right to cancel procurements anytime during the process.