



**Atlanta BeltLine, Inc. (ABI) Process Summary Chart**

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

There are three threshold levels.

1. **Small purchases/informal quotes** are defined as all purchases **up to \$24,999.99**. The user is required to obtain and document three informal quotes i.e., **phone call, email, internet**.
  
2. **Formal quotes** requiring vendor signatures on their letterhead are defined as quotes/proposals from three vendors for all purchases between **\$25,000 to 199,999.99**.  
**\*Contracts \$50,000 and above require Invest Atlanta’s approval.**
  
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 **\$200,000 and above**.

<b><u>Small Purchases/Informal Quotes</u></b>	<b><u>Formal Quotes Requires vendor signature on letterhead</u></b>	<b><u>Formal Procurement RFP/RFQ/or ITB</u></b>
\$ .01 - \$24,999.99	\$25,000 - \$199,999.99	\$200,000 & above
1 – 3 days (pending Procurement review)	2 – 10 days (pending Procurement review)	90 days+ (pending Procurement review)
3 Quotes Required	3 written quotes from vendors	submittals received from open marketplace
<b><u>Form Required:</u></b> Request for Informal Quote form	<b><u>Form(s) Required:</u></b> Request for Formal Quote form, Authorization to Procure (ATP) and written scope of work	<b><u>Form(s) Required:</u></b> Authorization to Procure (ATP) and Written scope of work Procurement staff will select the procurement method

**To access forms:** [T: Procurement ABI Staff](#). Please contact Procurement prior to any procurements. ATP and/or Quote form(s) as listed above **must be fully executed/approved prior** to any procurements.

All vendors who do business with Atlanta BeltLine, Inc. shall register online to become a vendor at: [www.beltline.org/procurement/](http://www.beltline.org/procurement/). In addition, W-9 and other documents may be 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 all quotes, proposals, and any type of responses from vendors. ABI reserves the right to cancel procurements anytime during the process.