

# PURCHASING THRESHOLDS

The following summarizes the City of Hillsboro’s purchasing thresholds as the value of public spending increases. Additional processes (not listed here) include purchase through a cooperative contract and exemption from competition.

Procurement Type	Process	Personal / Professional Services	Goods & Services (includes software)	Architecture & Engineering Services	Construction & Public Improvements
<b>City of Hillsboro Contracting Rules</b>		COH Division 46	COH Division 47	COH Division 48	COH Division 49
<b>Direct Award</b>	No solicitation process required <sup>[1]</sup>	<b>\$1 – \$100,000</b>	<b>\$1 – \$25,000</b>	<b>\$1 – \$100,000</b>	<b>\$1 – \$25,000</b>
<b>Intermediate Solicitation</b>	Informal RFP or request for quotes to 3+ vendors	<b>\$100,001 – \$250,000</b>	<b>\$25,001 – \$250,000</b>	<b>\$100,001 – \$250,000</b>	<b>\$25,001 – \$100,000 <sup>[2]</sup></b>
<b>Formal Solicitation</b>	Formal RFP or ITB with public notice	<b>Greater than \$250,000</b>	<b>Greater than \$250,000</b>	<b>Greater than \$250,000 <sup>[3]</sup></b>	<b>Greater than \$100,000 <sup>[4]</sup></b>
All contracts <b>greater than \$500,000</b> must be approved by Hillsboro City Council.					

## Notes

<sup>[1]</sup> While not required, direct contracting with [COBID-certified businesses](#) is encouraged!

<sup>[2]</sup> Prevailing wage rules apply for public works valued at more than \$50,000 or if \$2,000 or more in federal funds are used.

<sup>[3]</sup> Qualification-based selection (QBS) rules apply for architects, engineers, and related services where consultants are first short-listed before requesting and considering price. [Please contact Procurement Services before beginning this process.](#)\*

<sup>[4]</sup> Procured with an Invitation to Bid with contractor selection based on low bid unless the project is exempted under the City’s alternative contracting rules (see [COH-49-0600 – 0690](#)).

[Please contact Procurement Services to initiate an alternative contracting process.](#)\*

\* Contact a Procurement & Contracting Services team member or email us at [Purchasing@Hillsboro-Oregon.gov](mailto:Purchasing@Hillsboro-Oregon.gov) if you have questions.