



Wyoming Judicial Branch

Procurement Policy (v3)

Policy Approver(s)	Wyoming Judicial Council (06.08.2026)
Policy Effective Date	05.01.2018
Version Effective Date	06.08.2026
Review Period	Annually

I. PURPOSE

The purpose of this Policy is to ensure goods and services which meet the needs of the Judiciary are procured at the best prices possible and in compliance with applicable laws through formal bids, National Association of State Procurement Office (NASPO) or State Contract Pricing, Noncompetitive Negotiation, Competitive Negotiation, and Competitive Sealed Bidding.

II. POLICY STATEMENT AND APPLICATION

- A.** Pricing commitments for goods or services by the Wyoming Judicial Branch (Branch) shall be made in accordance with this Procurement Policy. The State Court Administrator, division heads, and judicial officers (purchaser) are responsible for assuring purchases comply with this Policy.
- B.** This Policy governs the purchase of goods or services from one vendor within a thirty-day (30) period or on the same invoice.
- C.** Purchases of five-hundred thousand dollars (\$500,000) or more require approval of the Wyoming Judicial Council.

III. METHODS OF PROCUREMENT

A. NASPO or State Contract Pricing.

1. "NASPO" or "State Contract Pricing" means goods or services are purchased in accordance with pricing established by the State of Wyoming NASPO or other state contract pricing.

2. Use of NASPO or State Contract Pricing is permitted when the purchaser determines, and if the purchaser is a division head, the State Court Administrator agrees, that purchasing in accordance with NASPO or state contracting pricing is appropriate and the requirements of Competitive Sealed Bidding are not feasible or practical.
3. This determination to use NASPO or State Contract Pricing must be documented on the *Procurement Support Approval Form*.

B. Noncompetitive Negotiation (Sole Source).

1. Noncompetitive Negotiation is permitted when the purchaser determines, and if the purchaser is a division head, the State Court Administrator agrees, that Competitive Sealed Bidding and Competitive Negotiation are not feasible or practical.
2. The determination to use Noncompetitive Negotiation must be documented on the *Procurement Support Approval Form*.
3. Noncompetitive Negotiation means that the best possible price is negotiated through a bid or quote from a single vendor because it is in the best interest of the Branch to obtain the services or goods from a specific source.

C. Competitive Negotiation.

1. Competitive Negotiation is permitted when:
 - a. The purchaser determines, and if the purchaser is a division head, the State Court Administrator agrees, that the use of Competitive Sealed Bidding is not feasible or practical; and
 - b. The requirements for Noncompetitive Negotiation have not been met, meaning, there is no determination that it is in the best interest of the Branch to obtain services or goods from a specific source.
2. The determination to use Competitive Negotiation must be documented on the *Procurement Support Approval Form*.
3. Competitive Negotiation requires:
 - a. That bids or quotes be obtained from an adequate number of qualified sources to permit reasonable competition.
 - i. If feasible, bids or quotes should be solicited from at least three (3) distinct sources.
 - ii. If it is not feasible to obtain bids or quotes from three (3) distinct sources, that determination must be documented on the *Procurement Support Approval Form*.
4. Awards may be given to the responsible offeror whose proposal will be most advantageous to the Branch considering price and other factors.

D. Competitive Sealed Bidding.

1. Competitive Sealed Bidding is appropriate when the requisite specifications for the goods or services can be adequately explained and sufficient sources are available.
2. Competitive Sealed Bidding requires:
 - a. The completion of a request for proposal (RFP).
 - b. That the RFP include:
 - i. The definition of all minimum requirements, both design and performance; and
 - ii. The method to be used for evaluation of an award, which shall include price, ability to meet minimum requirements, and other reasonable factors.
3. Awards for goods or services may be given to the responsible offeror whose proposal will be most advantageous to the Branch as determined by the evaluation method described in subsection D.2.b ii. of this Section III.

IV. PURCHASE REQUIREMENTS OF GOODS OR SERVICES

Purchase Being Considered:	Method of Procurement:
Goods or services that are: • less than fifteen thousand dollars (\$15,000), including renewals of existing services under fifteen thousand dollars (\$15,000); or • peripherals that require regular replacement due to normal wear (e.g. cabling, webcams, monitors).	Ensure prices are fair and reasonable considering industry best practices, market factors, and the needs of the Branch. Provide price comparisons for up to three (3) vendors, if possible. Use of NASPO or state contracts is preferred.
Goods or services fifteen thousand dollars (\$15,000) or more. Renewals of existing services of \$15,000 or more must follow procurement processes at least once every three to five (3-5) years.	1. NASPO or State Contract Pricing if applicable. 2. Noncompetitive Negotiation (sole source waiver). 3. Competitive Negotiation. 4. Competitive Sealed Bidding.

* Services of one-thousand five-hundred dollars (\$1,500) or more require a contract.

V. EMERGENCY PURCHASES

- A. In the event the Branch experiences an emergency which does not allow for Competitive Bidding, Competitive Negotiation or Noncompetitive Negotiation, the judicial officer, State Court Administrator and Deputy State Court Administrator are authorized to approve purchases up to twenty-five thousand dollars (\$25,000). Every effort shall be made to ensure fiscal responsibility.
- B. The *Procurement Support Approval Form* will be completed explaining the reason for the emergency purchase.

VI. DOCUMENTATION AND RETENTION

- A. The purchaser shall document compliance with this Policy for all purchases over fifteen thousand dollars (\$15,000). The documentation shall be maintained on forms provided by the Administrative Office of the Courts, which shall be transmitted to the Administrative Office of the Courts upon completion for retention purposes.
- B. Records created in accordance with this Policy will be retained by the Administrative Office of the Courts for a period of four (4) years.
- C. Records related to declined bids, quotes, and proposals will be retained for a period of four (4) years. Records related to awards will be retained for a period of ten (10) years. After the retention period passes, all documentation will be destroyed.

Approved By:

 Lynne Boomgaarden Chief Justice Chair, Wyoming Judicial Council	<u>6/30/26</u> Date
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Wyoming Judicial Branch

Procurement Support Approval Form

This form is to be used to document the procurement method of goods and services of fifteen thousand dollars (\$15,000) or more when Competitive Sealed Bidding is not feasible or practical.

PROCUREMENT METHOD:

- ☐ Competitive Negotiation
- ☐ Noncompetitive Negotiation (Sole Source)
- ☐ NASPO or State Contract Pricing
- ☐ Emergency Purchase
- ☐ Goods/Service is currently in use, or is up for renewal

BUSINESS JUSTIFICATION:

For Noncompetitive Negotiation (Sole Source), NASPO, State Contract Pricing, or Emergency Services:

Supplier Selected: _____

Amount: _____

Administrative Office of the Courts Use Only

Date Approved: _____

State Court Administrator Signature: _____