

## Competitive Bidding Guidelines & Requirements

It is in the best interest of the University to secure competitive bids on goods and services whenever possible. Competitive bidding should be conducted in a fair and open environment for qualified suppliers to secure the best value possible for the University. The University will generally receive greater discounts and better service through the competitive bidding process. The bidding and sole source/selected source guidelines and requirements are as follows. Following these guidelines and requirements will help to ensure the responsible financial/fiscal stewardship of the University's resources.

<u>Purchase Value</u>	<u>Guidelines &amp; Requirements</u>
<b>Up to \$25,000</b>	<ul style="list-style-type: none"> <li>• No supplier quotations required</li> <li>• Purchasers should use good judgment and refer to existing supplier contracts and/or Group Purchasing Organization agreements (if applicable), Purchasing can assist with this process</li> <li>• If quotes are obtained, copies of all quotes should be included with the purchase requisition when submitted to purchasing</li> </ul>
<b>\$25,001 To \$75,000</b>	<ul style="list-style-type: none"> <li>• Two informal, written quotations are suggested</li> <li>• Informal quotations via email are acceptable</li> <li>• Department may solicit quotes or contact Purchasing Office for assistance</li> <li>• Copies of all quotes should be included with the purchase requisition when submitted to purchasing</li> </ul>
<b>\$75,001 To \$100,000</b>	<ul style="list-style-type: none"> <li>• Three signed written quotations on supplier letterhead are encouraged</li> <li>• Department may solicit written quotes or contact Purchasing Office for assistance</li> <li>• Copies of all quotes should be included with the purchase requisition when submitted to purchasing</li> </ul>
<b>\$100,001 To \$1,000,000</b>	<ul style="list-style-type: none"> <li>• Formal bids highly encouraged (Invitation For Bid (IFB) or Request For Quote (RFQ)).</li> <li>• Detailed written scope/specifications should be prepared by the requisitioning department and submitted to purchasing for inclusion in the bid package. Department may also submit any recommended bidders.</li> <li>• Purchasing will prepare and submit appropriate bid package to potential bidders, receive bid responses and assist department in analyzing bid responses</li> <li>• Copies of all quotes/bids should be attached to purchase requisition when submitted to purchasing</li> </ul>
<b>Greater Than \$1,000,000</b>	<p style="color: red; text-align: center;"><b><u>REQUIRED</u></b></p> <ul style="list-style-type: none"> <li>• Formal bids are <b><u>required</u></b> (Invitation For Bid (IFB)) or Request For Quote (RFQ)).</li> <li>• Detailed written scope/specifications should be prepared by the requisitioning department and submitted to purchasing for inclusion in the bid package. Department may also submit any recommended bidders.</li> <li>• Purchasing will prepare and submit appropriate bid package to potential bidders, receive bid responses and assist department in analyzing bid responses</li> <li>• Copies of all quotes/bids should be attached to purchase requisition when submitted to purchasing</li> </ul>

The inclusion of certified Small, Women, Minority, Veteran or LGBTQIA Owned vendors who can fulfill the requirements in the solicitation of quotes is strongly encouraged.