

# Competitive Bidding Requirements Reference Guide

## Federally Funded Purchases, effective July 1, 2018

### Purchase Amt Impact

Up to \$9,999.99	<ul style="list-style-type: none"><li>• One quote or bid is required. Competitive bids are encouraged, but not required.</li><li>• Requisition approval by departments only. No Procurement approval needed.</li><li>• EHS and other conditional approvals may be necessary consistent with current policy.</li><li>• Justification for sole source (non-competitive) purchases are not required.</li></ul>
\$10,000 to \$249,999.99	<ul style="list-style-type: none"><li>• Multiple quotes or bids are required, unless purchased from a preferred supplier on Prime Marketplace.</li><li>• Quotes or bids must be attached to the requisition.</li><li>• Competition Summary form must be filled out online through the requisition process.</li><li>• All requisitions valued at \$10K and higher will workflow to Procurement Services for additional review and approval.</li></ul>
\$250,000 and above	<ul style="list-style-type: none"><li>• Contact Procurement Services to assist you in facilitating these high value purchases.</li><li>• A formal Request for Proposal (RFP) is required. The following must be included:<ul style="list-style-type: none"><li>○ Public notification of the RFP</li><li>○ Award criteria defined in the RFP</li><li>○ Evaluation of RFP results, as defined during the planning process</li><li>○ Written cost or price analysis is required, which requires supplier provided information</li></ul></li><li>• Notify Procurement Services early once grants are awarded.</li></ul>
Non-competitive (sole source) purchases <b>above \$10,000</b>	<ul style="list-style-type: none"><li>• Sole source purchases are allowed for the following reasons:<ul style="list-style-type: none"><li>○ Purchase is less than \$250,000 and a preferred supplier was selected from the Prime Marketplace.</li><li>○ Only one supplier has the ability to provide this good or service at the level of quality or performance needed or in the timeframe required.</li><li>○ After soliciting multiple sources, competition has been determined inadequate.</li><li>○ A Federal agency or pass-thru entity has provided written authorization to remove the requirement for competitive bidding.</li></ul></li><li>• If purchase is \$250,000 or more, a cost or price analysis is required which requires negotiation of profit.</li></ul>

# Competitive Bidding Requirements Reference Guide

## Non-Federally Funded Purchases, effective July 1, 2018

### Purchase Amt    Impact

Up to \$9,999.99

- One quote or bid is required. Competitive bids are encouraged, but not required.
- Requisition approval by departments only. No Procurement approval needed.
- EHS and other conditional approvals may be necessary consistent with current policy.
- Justification for sole source (non-competitive) purchases are not required.

\$10,000 and Above

- Multiple quotes or bids are required, unless purchased from a preferred supplier on Prime Marketplace.
- Quotes or bids must be attached to the requisition.
- Competition Summary form must be filled out online through the requisition process.
- All requisitions valued at \$10K and higher will workflow to Procurement Services for additional review and approval.

Non-competitive (sole source) purchases above \$10,000

- Sole source purchases are allowed for the following reasons:
  - The purchase is less than \$250,000 and a preferred supplier from the Prime Marketplace was selected
  - Only one supplier has the ability to provide this good or service at the level of quality or performance needed or in the timeframe required.
  - After soliciting multiple sources, competition has been determined inadequate.
  - A Federal agency or pass-thru entity has provided written authorization to remove the requirement for competitive bidding.
  - A pre-existing contract was in place with this supplier to provide the good or service.
  - An urgent, unplanned need for this purchase won't allow the time for obtaining alternate quotes or bids.
  - The department head has authorized this purchase without competitive bidding.