PURPOSE

To establish responsibility for determining the amount and type of competition necessary for procurements costing less than $25,000

POLICY

PUR 303-01-01: Dollar Limit
Procurement requirements will not be divided artificially or fragmented into increments or components costing less than $25,000 to circumvent the applicable competitive sealed bidding requirement for procurements costing $25,000 or more. Requisitions for the same commodity from the same department within a short time period will be considered an artificial division of procurement.

PUR 303-01-02: Award to Small Business
Transactions processed by Purchasing Services that have a cost over $5,000 but under $50,000 shall be restricted to small businesses, unless it is impracticable.

PUR 303-01-03: Public Competition
The buyer will take into consideration:

1. need
2. market
3. time constraints
4. delivery requirements
5. availability
6. any other factors (e.g., value of the item)

The buyer’s professional determination of the type and amount of competition necessary to select a supplier need not be documented. The buyer’s signature on the purchase document is sufficient evidence that this professional determination has been accomplished.

PUR 303-01-04: Price Quotations
Competitive price quotations may be solicited by telephone, orally, or in writing. Informal bids need not be opened publicly. Price information received from any quotation will not be disclosed until after award of the order.

CROSS REFERENCE

PUR 205-00 Prohibited Purchases
PUR 301-09 Requisition Documents
PUR 303-00 Competitive Bidding (Complete Section)
PUR 600-01 Reporting Receipt of Order