

## CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

	<b>POLICY PUR 303-01</b>
	Section: Orders and Requisitions
	Page 1 of 1
	Responsible office: Purchasing
	Origination date: 07/01/1996
<b>Subject: Competitive Bidding under \$25,000</b>	Effective date: 07/01/1996
Source: University policy ABOR 3-803	Revision date:

### 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