


CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY PUR 303-02
	Section: Orders and Requisitions
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	Responsible office: Purchasing
	Origination date: 07/01/1996
Subject: Competitive Bidding \$25K or more, but less than \$50K	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 \$25,000 or more, but less than \$50,000.

POLICY

PUR 303-02-01: Dollar Limit

Procurement requirements will not be divided artificially or fragmented into increments or components to circumvent the applicable competitive sealed bidding requirement for procurements costing \$50,000 or more. Requisitions for the same commodity from the same department within a short time period will be considered an artificial division of a procurement.

PUR 303-02-02: Award to Small Business

Transactions processed by Contracting and Purchasing Services that have a cost over \$5,000 but under \$50,000 shall be restricted to small businesses, unless it is impracticable.

PUR 303-02-03: Competition

Procurements costing at least \$25,000 but less than \$50,000 will be made on the basis of informal competitive bidding and 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 to the public until after award of the order. Quotes may be obtained by the department, however if it is in the best interest of the University the buyer may process a sealed bid or proposal at their discretion.

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