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