

Uniform Guidance – Summary

	Current State		Future State	
Bidding Policy	Order Amount	Procedure	Order Amount	Procedure
	\$0 - \$4,999	1 Quote	\$0 - \$9,999	1 Quote
	\$5,000 - \$24,999	3 Quotes	\$10,000 - \$149,999	3 Quotes
	\$25,000 and above	Formal Bidding Process (RFX)	\$150,000 and above	Formal Bidding Process (RFX)
Sole Source	<ul style="list-style-type: none"> • Supplier is sole manufacturer/supplier • Supplier is sole acceptable manufacturer/supplier per explanation below • Emergency/Urgent purchase • To maintain compatibility with existing equipment • Continuity of research 		<ul style="list-style-type: none"> • Product/service is only available from a single source • Public Emergency Procurement (this applies primarily in cases of a natural disaster or an imminent threat to campus safety) • Federal Awarding Agency Authorization (the awarding agency specifically authorizes a non-competitive procurement after a written request from the Non-federal entity) • Inadequate competition after multiple attempted solicitations 	
Conflict of Interest	<ul style="list-style-type: none"> • Every employee completes an annual Conflict of Interest online form managed by General Counsel. • RFP committee members complete the Evaluation Committee form managed by Procurement. 		<ul style="list-style-type: none"> • Continue current General Counsel Conflict of Interest certification. • RFP committee members will complete an updated Evaluation Committee document outlining Conflict of Interest in accordance with UG. 	
Small and Minority Businesses	<ul style="list-style-type: none"> • The University does not have a formalized small and minority business participation program. 		<ul style="list-style-type: none"> • A policy to encourage use and make best efforts to include small/minority businesses, women's business enterprises, and labor surplus firms. 	

Bidding Process Threshold

