Simplified Bidding

I. Competitive vendor selection is basic to the expenditure of funds administered at a publicly funded institution such as the University, regardless of the sources of funds.

II. Simplified procedures are established for competitive solicitation for products and services for which the transaction size is $25,000 or less.
   A. Simplified bids must be obtained for purchases of products and services, in accordance with state procurement policy, whether by the requisitioner or Purchasing, for transactions in excess of $5,000, if competition exists for the product or service.
   B. All printing must be bid regardless of dollar amount.
   C. The obtaining of two bids is recommended for purchases less than $5,000 for which competition can be economically accomplished (potential saving offsets the cost of bid solicitation and review).

III. You should first check the following sources prior to obtaining simplified bids to avoid wasting search time.
   A. Campus departments which provide the service or product you are specifying as part of their mission.
   B. Procedure 3.3.8 – Contract Listing.

IV. A Simplified Bidding Record to document simplified bidding can be obtained on the Purchasing Forms page.
   A. The Simplified Bidding Record may be used to document competitive bids and may be attached to the requisition.
   B. The Simplified Bidding Record use is not mandatory, but proper completion saves processing time in most cases and is a record for future questions concerning pricing and delivery for that transaction.
   C. Use of the Simplified Bidding Record does not preclude further competitive sourcing by the Purchasing Agent assigned to the requisition if he or she determines that such further sourcing is warranted.
   D. Simplified Bidding Records submitted with incomplete information may cause Purchasing to contact the bidder to obtain the missing information or re-solicit the bids.

Contact Purchasing with questions regarding Simplified Bidding.