# Competitive Bidding Requirements Reference Guide

## Federally Funded Purchases

<table>
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<tr>
<th>Purchase Amount</th>
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| **Up To $9,999.99** “Micro-Purchase” Threshold | • No quote required, price must be considered reasonable.  
• Requisitions below $5K, approval by departments only. At or above $5K, then Purchasing, Budget Ctr and Post Award approval.  
• Justification for sole source (non-competitive) purchases are not required |

| **$10,000 to $249,999.99** “Small Purchase” Threshold | • 3 written quotes or bids are required.  
• Quotes or bids must be attached to the requisition.  
• Electronic Supplier Justification Form (SJF) must be completed as part of the eRequisition. |

| **$250,000 and above** | • Procurement must assist you in facilitating these high value purchases  
• A formal Request for Proposal (RFP) is required. The following must be included:  
  • Public notification of the RFP  
  • Award criteria defined in the RFP  
  • Written cost/price analysis is required.  
  • Quote or bids must include supplier profit |

| Non-competitive (sole source) purchase $10,000 and above | • Allowable sole source reasons:  
  • The item is available only from a single source.  
  • The public emergency for the requirement will not permit a delay resulting from competitive solicitation.  
  • For goods or services from a sponsored funding source, the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request.  
  • After solicitation of a number of sources, competition is determined inadequate.  
  • If only one particular source to acquire items or services is available at a level of quality or performance required for scientific reasons, or within the time frame needed for research purposes.  
• Purchases $250K and above require written cost/price analysis is required.  
• Purchases $250K and above require negotiation of profit is required |

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**Effective July 1, 2018**