

Purchasing Thresholds

1) Small-Dollar Purchases: \$0 – \$5,000

All purchases under the small-dollar purchase threshold may be placed directly with a vendor without seeking formal competition at the discretion of the Purchasing Department. It is recommended that University employees compare multiple sources for pricing of goods and services before completing a transaction, and the departments get their pricing/quotes in written form. According to the Uniform Commercial Code, any offer over \$500 has to be in written form to be binding and enforceable.

2) Small-Dollar Bid Threshold: \$5,001 - \$50,000

Purchases that exceed the small-dollar purchase threshold require bids or proposals. The Purchasing Office will perform the bid or RFP process which includes preparation of formal bid or RFP documents and contract award notifications. Bids or proposals must be obtained from a minimum of three (3) vendors. Bids or proposals must be in writing and on formal company letterhead or bid sheet. Faxed or e-mail quotes are acceptable bid formats. Oral bids will not be accepted.

3) Large-Dollar Bid Threshold: \$50,001+

The threshold over which a **formal, advertised solicitation** must be conducted in accordance with University Purchasing Policy. The Purchasing Office will perform the bid or RFP process which includes preparation of formal bid or RFP documents and contract award notifications.

4) Exemptions to Standard Procurement Thresholds

Certain procurement categories, as outlined below, have been designated as unique and warrant a higher threshold and latitude in the University procurement process with President's Cabinet oversight.

| | |
|------------------------|-------------------------------------|
| \$0 - \$100,000 | From an approved vendor list |
| \$0 - \$100,000 | Professional Services* |
| \$0 - \$50,000 | Enterprise Software** |
| \$0- \$30,000 | Construction |

All procurements for construction will be in accordance with DFCM Procurement Rules.

*Professional Services: A service that requires a high degree of specialized knowledge, training, certification, professional licensure, or discretion in the performance of the service. For purposes of this policy, professional services include, but are not limited to:

- Legal services
- Consultation services
- Architectural services
- Engineering
- Design
- Underwriting
- Bond Counsel
- Financial advice
- Construction management
- Medical services
- Psychiatric services
- Counseling services
- Art
- Software design and programming

**Enterprise Software: Computer software, also known as enterprise application software (EAS), used to satisfy the needs of an organization rather than individual users. Software that satisfies the needs of more than one department may be considered enterprise software.