

Policy: **Bid Threshold Policy**

Date: November 4, 2013

Source: Vice President Finance and Planning

Purpose: To establish a policy governing the use of competitive bidding for purchases greater than \$5,000.

Competitive bids must be obtained for all purchases greater than \$5,000. A minimum of three bids is preferred. A purchase order will not be issued without evidence of such bids. All purchases greater than \$5,000 are considered a capital expenditure, and must have a purchase order. Competitive bidding for all purchases greater than \$1,000 is strongly encouraged. Competitive bids may be obtained by utilization of a Request for Proposal, Invitation to Bid or Request for Information.

The bidding process should not be burdensome for the department. The College's Vice President for Finance and Planning or Controller will assist upon request. This policy is meant to result in increased efficiency and cost savings while expediting a successful outcome to the procurement process.

Exceptions:

The use of consortia agreements and negotiated contracts which were the result of a competitive bidding process will be exempted from this requirement.

A sole source justification may be prepared to be reviewed by the Vice President for Finance and Planning. This justification must be submitted or a sole source will not be considered. As an example, proprietary software and equipment may qualify for sole source exemption. Items which have been included under a standards program for technology or furnishings which are only available from a single source are also exempted from this requirement. A standards program may only be established with the approval of the appropriate Vice President or the President.

All contracts which result from these requests must be submitted for review and signature by the Vice President for Finance and Planning (see contracts policy).