



## Seattle University Procurement Office

### Policy Statement

### Federal Grants

Federal Grants are subject to additional requirements set by the Federal Office of Management and Budget (OMB). The University Procurement Policy Statement is compliant with the OMB Uniform Guidance procurement requirements with the following amendment to the competitive bidding thresholds.

#### **COMPETITIVE BIDDING**

To ensure that the University complies with the new Uniform Guidance procurement requirements, the following methods of competitive bidding are required for all new contracts or non-contracted purchases. It is recommended to engage the Procurement Department and Office of Sponsored Projects early in the bidding process.

| <b>Dollar Amount</b> | <b>Bidding Requirements</b>            | <b>Bidding Process</b>                                                                                                                                                                                                |
|----------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| \$0 - \$3,000        | Verbal quote required                  | If pricing is considered reasonable, there is no requirement to solicit a competitive quote/proposal.                                                                                                                 |
| \$3,001 - \$10,000   | 1 written quote required               | Include documentation from at least 1 qualified source for supplies or services with the requisition.                                                                                                                 |
| \$10,001 - \$50,000  | 2 written quotes required              | Obtain a quote/proposal from at least 2 qualified sources for supplies or services. Include documentation from both sources with the requisition.                                                                     |
| \$50,001 - \$150,000 | 3 written quotes required              | Obtain a quote/proposal from at least 3 qualified sources for supplies or services. Include documentation from all sources with the requisition.                                                                      |
| Over \$150,000       | RFP/RFQ competitive proposals          | The University will evaluate the proposals received, and will award the contract to the responsible firm whose proposal is most advantageous to the program, with service levels, price and other factors considered. |
| Sole Source          | Sole Source Justification form (SSJ-1) | If only one source is qualified to provide the goods and services, it is an emergency purchase or required by a federal awarding agency, the purchase may be made without competition.                                |

#### Sole Source

If only one source is qualified to provide the goods and services, it is an emergency purchase or required by a federal awarding agency, the purchase may be made without competition. The Sole Source Justification form (SSJ-1) must be completed.