



### Revised Quote and Bid Threshold Policy

In order to remain in compliance with federal regulations, the Procurement and Payment Services Team has worked collaboratively with the Office of Sponsored Programs to revise the Quote and Bid Threshold Policy so it is in alignment with Uniform Guidance. This revised policy will ensure that we are in compliance with regulations for our federal external research dollars. This policy is effective immediately for all new purchase requisitions.

The Quote and Bid Threshold Policy guides procurement procedures by dollar amount and directs if quotes or bids are needed for higher-dollar purchases. An overview of the revised Bid Threshold Policy is below; however, further details are found in the full policy located on the [UW Regulations website](#) under Section 7: Finance and Business or attached [here](#). Documentation on cost is required for purchases below \$10,000 so the amount can be noted on the purchase requisition.

Purchase Amount	Services and/or Goods
\$10,000-\$99,999.99	1) Two Supplier Quotes <sup>[1]</sup> , <b>OR</b> 2) Bid/Request for Proposal <sup>[2]</sup> , <b>OR</b> 3) Sole Source Justification <sup>[3]</sup>
\$100,000+	1) Bid/Request for Proposal <sup>[2]</sup> , <b>OR</b> 2) Sole Source Justification <sup>[3]</sup>

<sup>[1]</sup> Obtained by department

<sup>[2]</sup> Obtained by Procurement and Payment Services

<sup>[3]</sup> All sole source requests must be approved and signed by Procurement and Payment Services

<sup>[2]</sup> Obtained by Procurement and Payment Services

<sup>[3]</sup> All sole source requests must be approved and signed by Procurement and Payment Services

Please contact Procurement and Payment Services with questions.

[1] Obtained by department

[2] Obtained by Procurement and Payment Services

[3] All sole source requests must be approved and signed by Procurement and Payment Services

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### Contact Information

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[1] Obtained by department

[2] Obtained by Procurement and Payment Services