



Standard Administrative Policy and Procedure

Subject: Quote and Bid Threshold Policy

Number: UW SAP 7-9.5

I. PURPOSE

To outline the threshold for which goods and services must have solicited quotes or bids in compliance with federal law.¹ This policy applies regardless of the source of funds.

II. DEFINITIONS

Goods: Supplies, materials, and equipment purchased by University departments.

Services: Labor, time, or effort furnished by an outside entity to the University.

III. POLICY

The policy below outlines at what dollar threshold goods and services must be bid or quoted. However, Procurement and Payment Services have the discretion to bid goods and services at any dollar value when the Buyer deems it is in the University's best interest to pursue more competitive pricing. Further, if departments determine that they would like to obtain a bid for goods and services at any dollar level, the department may request that Procurement Services obtain bids.

A. Goods

The dollar amount of goods being purchased is based on the total cost of goods ordered, not each line item within an order.

1. Sole Source Justification

If the department feels sole sourcing the good from a supplier meets the criteria set forth by the Procurement and Payment Services Office, the department may send the sole source justification form to the Procurement and Payment Services Office for review and approval prior to initiating a Requisition. If authorized, a

¹ See CFR 200.317 through 200.326 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)

buyer will sign the form and return to the department to be attached to the requisition.

2. Quotes

Departments are strongly encouraged to contact Procurement and Payment Services Office to schedule a short training session on obtaining quotes for purchases.

- a. For purchase of goods totaling \$10,000-\$99,999.99, departments are required to attach two (2) separate supplier quotes to the requisition.
- b. When obtaining quotes for goods, the following information should be included in the quote from the supplier:
 - 1) The shipping term **D.A.P. Incoterms® 2010, University of Wyoming, Laramie, WY, 82071**. This term means that the seller has total responsibility for, and ownership of, the goods until the shipment is delivered. Upon delivery, title passes to the buyer.
 - 2) Freight charges.

3. Bidding

For purchases of goods totaling \$100,000 or more, departments must work with Procurement and Payment Services Office to obtain bids or approval for a sole source.

4. Catalog Purchases

Goods with a value of \$10,000 or more purchased using the Procurement Services Catalogs (e.g. CDW, Office Depot, Fisher Scientific, and any future catalogs) are exempt from this policy, as the University has competitively negotiated pricing for those catalogs and complies with the University Quote and Bid Threshold Policy and Uniform Guidance.

B. Services

The cost of services is based on a complete project or contract (i.e., a cumulative value). At the discretion of the Procurement and Payment Services Office, certain types of service contracts (e.g., artists, speakers) may be exempt from the bid process.

1. Sole Source Justification

If the department feels sole sourcing the service from a supplier meets the criteria set forth by the Procurement and Payment Services Office, the

department may send the sole source justification form to the Procurement and Payment Services Office for review and approval prior to initiating a Requisition. If authorized, a buyer will sign the form and return to the department to be attached to the requisition.

2. Quotes

For purchase of services totaling \$10,000-\$99,999.99, departments are required to attach two (2) separate supplier quotes to the requisition.

3. Bidding

For purchases of service totaling \$100,000 or more, departments must work with the Procurement and Payment Services Office to obtain bids. A bid for a service is considered to be a full Request for a Proposal (RFP).

C. Combined Purchase of a Good and Services

A single purchase may include both goods and services (installation of equipment, etc.). Quotes from suppliers must include all costs associated with the purchase. For asset purposes, the total cost of a good includes the price of the good, freight, service, warranty, training, initial software, and installation. Maintenance agreements are not considered part of the cost of the good.

D. Chart Outlining the Goods & Services Thresholds

The below chart outlines the policy that is stated above under the goods and services sections. No bids or quotes are needed for goods or services purchases below \$10,000.

Purchase Amount	Services and/or Goods
\$10,000-\$99,999.99	1) Two supplier quotes ² , OR 2) Bid/Request for Proposal documentation ³ , OR 3) Sole source justification ⁴
\$100,000+	1) Bid/Request for Proposal ³ OR 2) Sole source justification ⁴

² Obtained by department

³ Obtained by Procurement and Payment Services

⁴ All sole source requests must be approved by Procurement and Payment Services

E. Exceptions to the Bid Threshold Policy

The following goods and services purchases are exempted from the bid threshold policy, as many of these goods/services are more specific in nature and are normally completed by a specialist in the related field. For example, if a department wanted to bring the premier industry leader in a certain area to campus to speak, we would not expect the premier industry leader to need to quotes, as they are the expert in their area. Contracts/Statements of Work are still required.

1. Speakers who are presenting to campus
2. Entertainer/entertainment suppliers
3. Medical services, including, but not limited to, doctors for the medical residencies, medical services, and medication
4. Maintenance agreements
5. Insurance
6. Attorneys
7. Study abroad program suppliers
8. Agreements with school districts, community colleges, other institutions of higher education
9. Memberships to professional organizations
10. Game Guarantees
11. Credit Card Processing Fees
12. Subawards
13. Royalties
14. Awards/Registrations
15. Property/Assessments
16. Consignment Tickets
17. Group Purchasing Organization (GPO's)
18. Animals
19. Lab Service Agreements

Requests for exceptions not listed above will be escalated to the Associate Vice President for Financial Affairs to make a final determination.

F. Additional Information on Specific Purchase Types

1. Vehicle Purchases

Before beginning the bid process, Motor Pool must approve the purchase. Once approval from Motor Pool has been acquired, Motor Pool will contact Procurement and Payment Services to begin the bid process. For purchases of all vehicles, regardless of price, departments must work with the Procurement and Payment Services Office to obtain bids per the University Official Vehicle Policy. In certain situations, an alternate process for purchases of vehicles may be used at the discretion of the Procurement and Payment Services Office (e.g., buying vehicles in other countries, vehicles with special equipment, etc.)

2. Printed Materials

Print documents with commercial suppliers will be secured through competitive bidding if valued at \$10,000 or more. Procurement and Payment Services and University Graphics will work with the department throughout the design and development of their printing project. Additional information may be found at <https://www.uwyo.edu/print-graphics/>.

G. Policy for Agreements involving University Buildings and Grounds

Per UW Regulation 6-4 (V) (Use of University Buildings, Grounds and Services), all construction, alterations, improvements or maintenance to University buildings or grounds shall be performed through University of Wyoming Operations. Agreements involving these types of services, including for design and construction relating to University facilities, will additionally follow other applicable University Regulations and policies, including but not limited to UW Regulations 6-1 and 6-9, and state and federal statutes.

Responsible Division/Unit: Procurement and Payment Services, Division of Administration

Source: 2 C.F.R. §§ 200.317 through 200.326

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

Approved: 11/23/2020