Bid Process

Procurement Services has established a formal, structured, and consistent process for conducting bids (which include the use of several established templates). The system and templates are managed through Unimarket and the USD Marketplace.

When a department or school needs to purchase a product or service, they should first check to see if Procurement Services has established a Preferred Vendor contract that could be used. If there are no Preferred Vendors for the products or service needed, bids must be solicited from at least three vendors for purchases of $10,000 or more.

The best way to determine which vendor to do business with is to make the decisions based on best value assessment of their quote or proposal (taking into account a variety of factors in addition to price, such as delivery capabilities, quality, past performance, training, reporting capabilities, compliance with specifications/requirements, financial stability, strategic alignment, etc.). The award should be made to the responsive and responsible bidder that offers the best combination of all these factors.

Departments/schools must consider the total intended obligation (estimated total value of the contract or project) for products or services needed on a regular or repetitive basis to determine whether a bid needs to be conducted (i.e. just because the monthly spend on a particular category of product or service may be less than $10,000 does not exempt the need to solicit competitive bids and establish a Contract).

In addition, contracts should generally be re-bid at least every three to five years. Some contracts can be longer, primarily those that require a significant on-campus investment by the vendor.

For bid solicitations, departments/schools must utilize one of the following procurement methods:

Authorized Methods of Procurement (2CFR 200: 317)

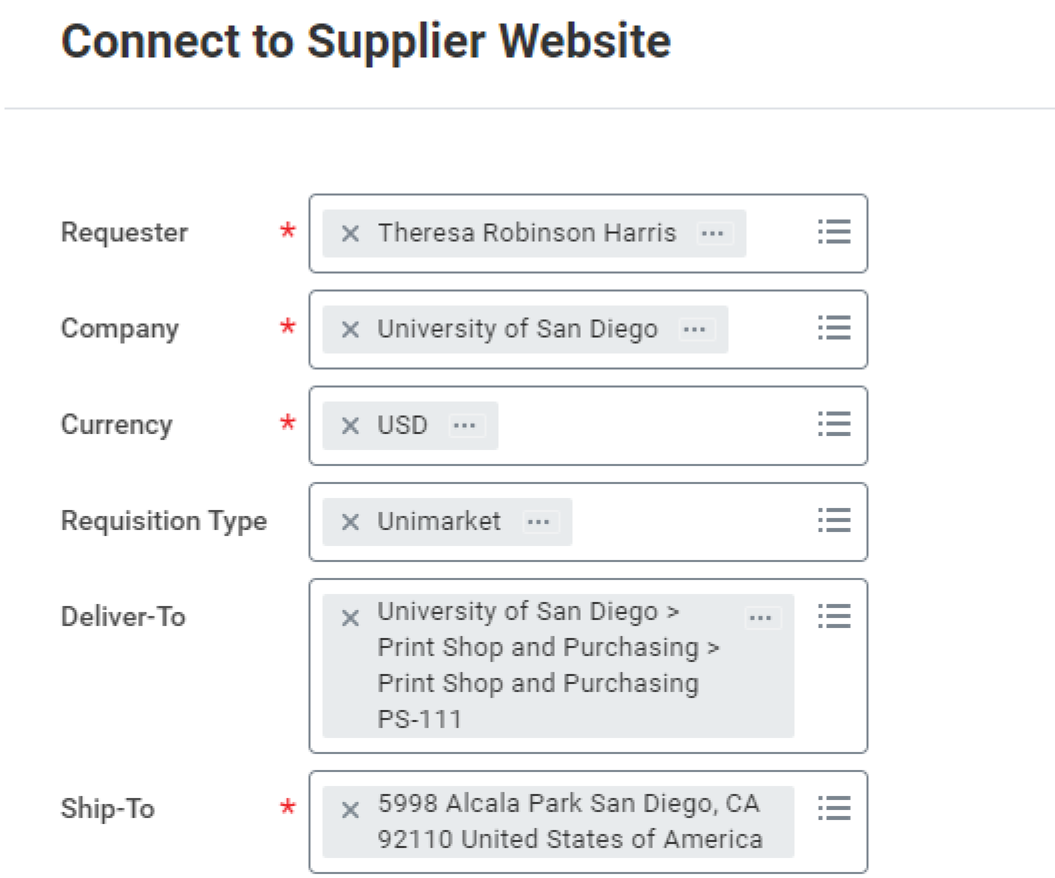
One of the following methods of procurement must be used when purchasing on behalf of the university. Please consider the use of excess or surplus inventory as an alternative to making a new purchase.

1. Informal – Micro Purchase:

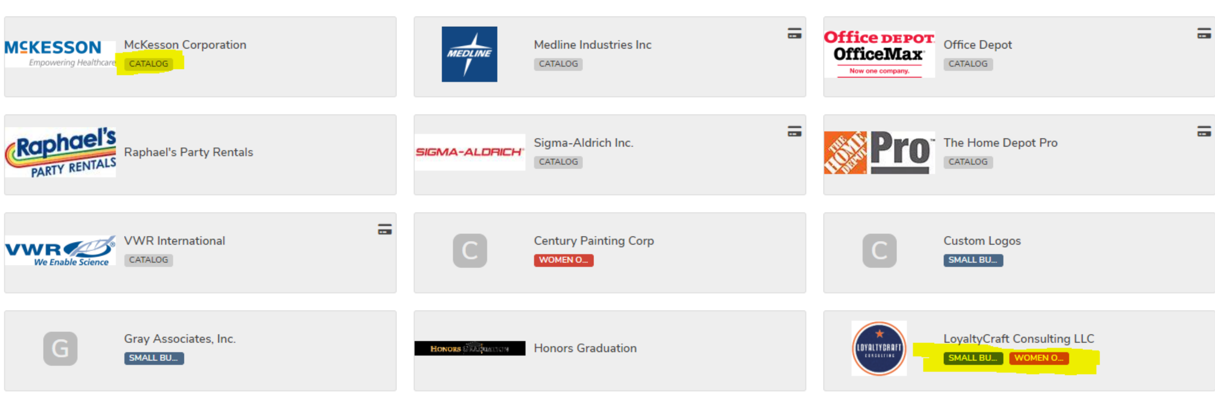
- ***Micro Purchase* ($10,000 or less)** – ***Use USD Marketplace Catalogs and Contracts and Contracts with Small Minority, Women-Owned, Veteran-Owned, Locally Owned Small Businesses (Over 20 catalogs and over 12 million products and services available within the Marketplace).***

Summary of Process

a) Log into the USD Marketplace using the "*Connect to Supplier Website*" task from within Workday.



b) Select a vendor catalog or a vendor contract



c) Select product from an available catalog or "*Request a Quote*"

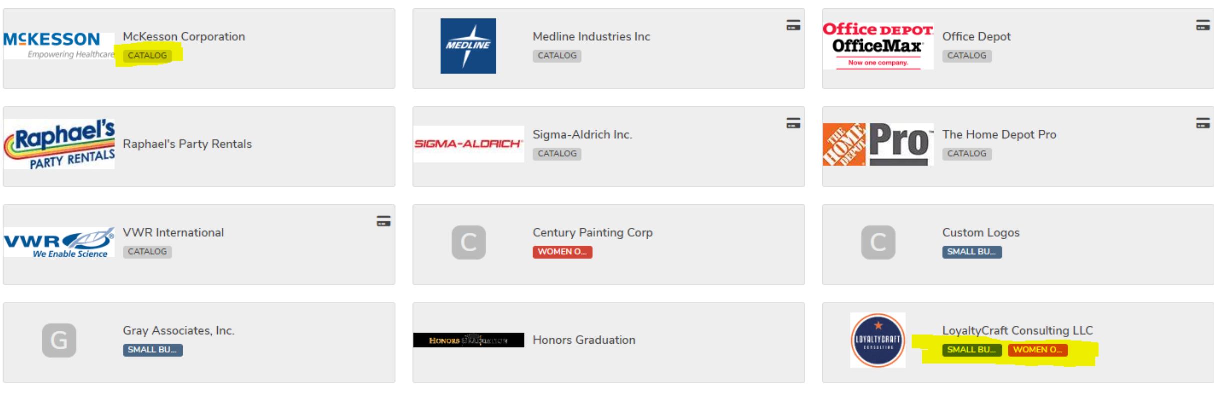
d) For catalog purchases add products to shopping cart
e) Check out to complete the purchasing transaction

2. Informal – Small Purchase:

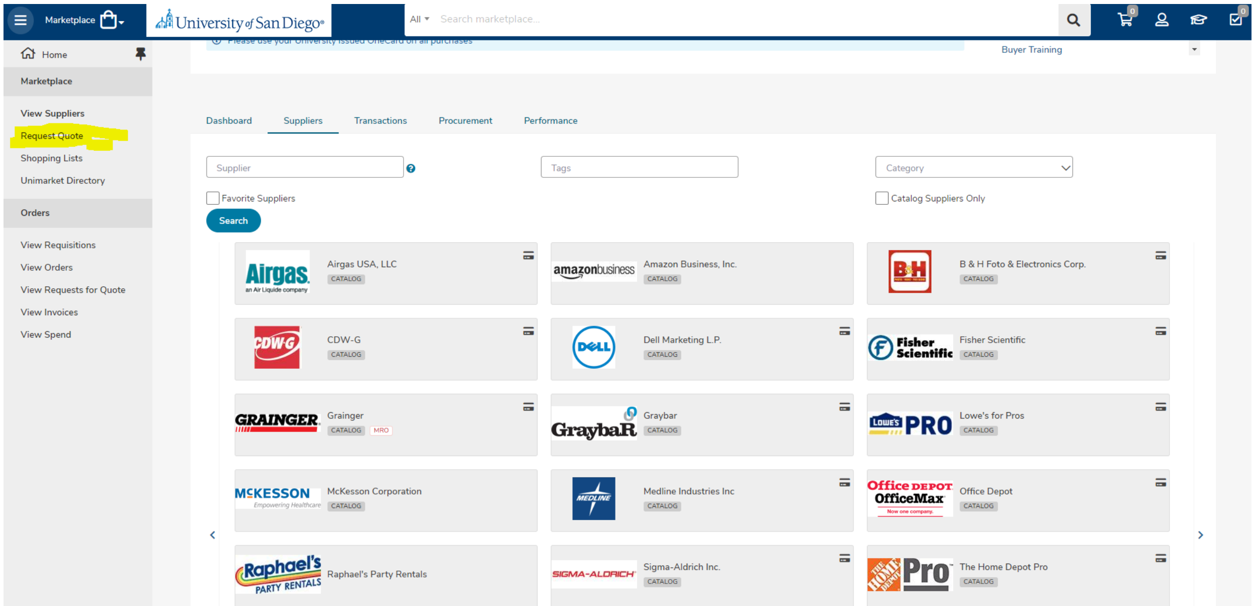
- ***Small Purchase*** **(Between $10,000 and $250,000) –** ***Use USD Marketplace, University Wide Contracts, Group Purchasing Agreements to the extent possible. No requirement for quotes or multiple bids when utilizing marketplace contracts.***
- **If products cannot be purchased from an existing catalog or contract you may use the "Request a Quote" feature**

Summary of Process

a) Log into the USD Marketplace using the "*Connect to Supplier Website*" task from within Workday.
b) Select a vendor catalog or contract

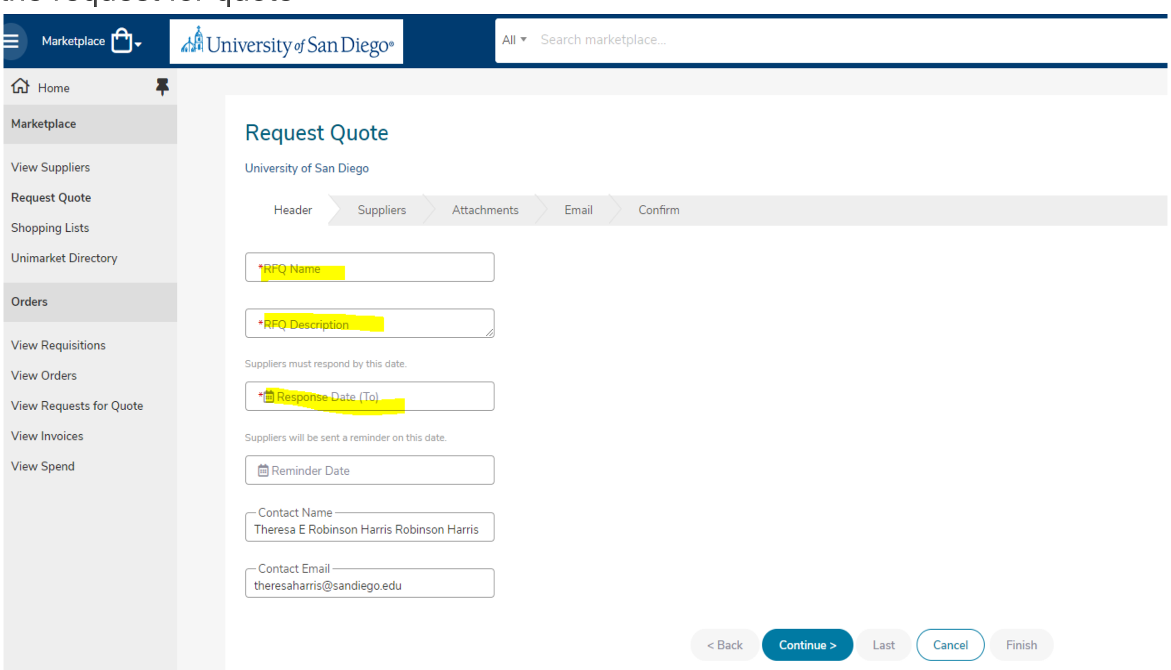


c) Select product from an available catalog and follow steps to check out
d) If items cannot be purchased from an existing contract quotes are required



e) Follow the instructions to request quote (***3 required if not using catalogs and contracts from within the Marketplace***)

f) Select the vendor from the dropdown and continue until you are able to submit the request for quote



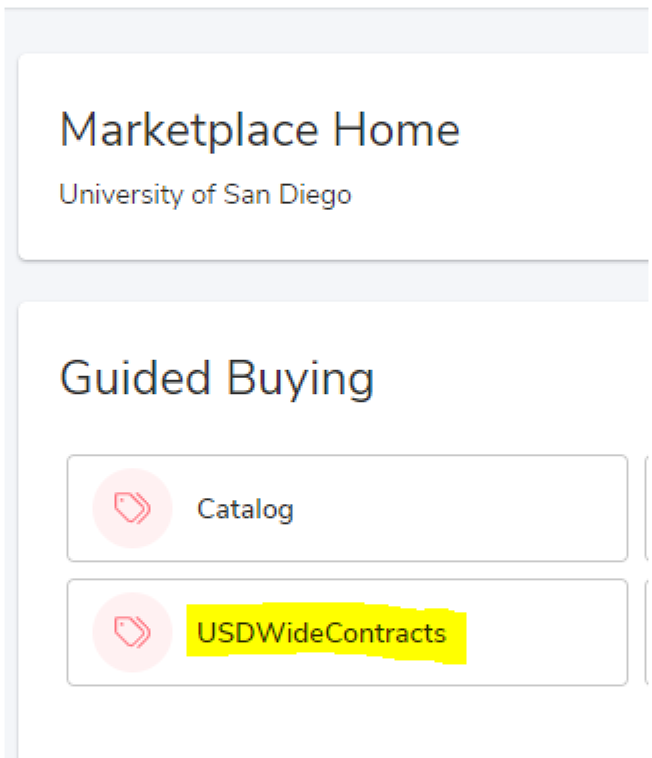
g) Quotes must be attached to the requisition in Workday if obtained outside of the system. No need to attach quotes obtained through the USD Marketplace

h) Procurement will issue the purchase order to complete the purchasing transaction.

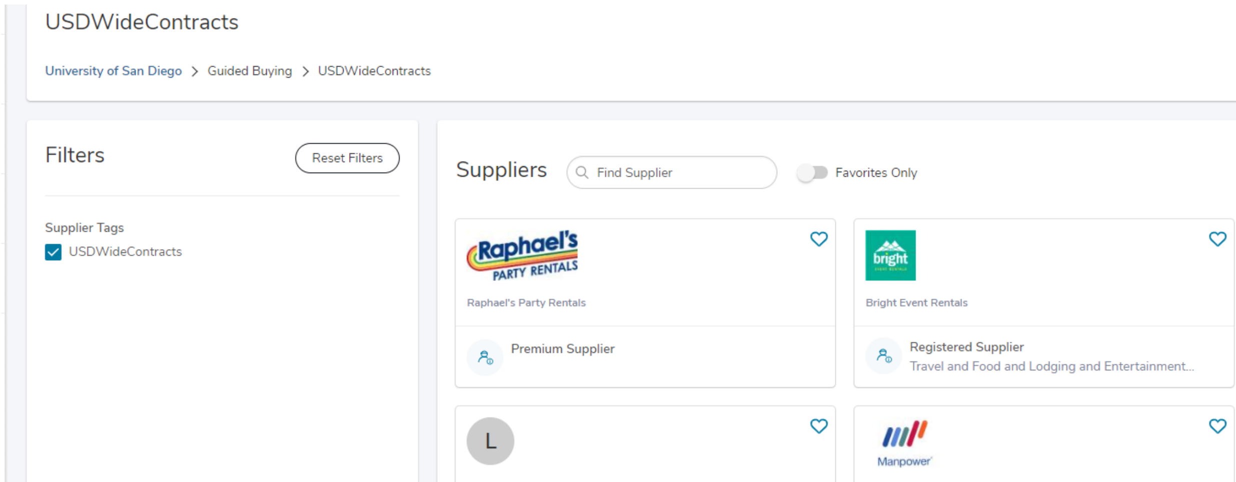
3. **Formal – Simplified Acquisition and Seal Bids:**
    a. ***Simplified Acquisition*** **(over $250,000)** – ***Written solicitation and formal RFx from at least 3 vendors***
    b. ***Cost and price analysis using one of the acceptable methods***
        a. Historical pricing
        b. Price/market catalog
        c. Bid analysis

Summary of Process

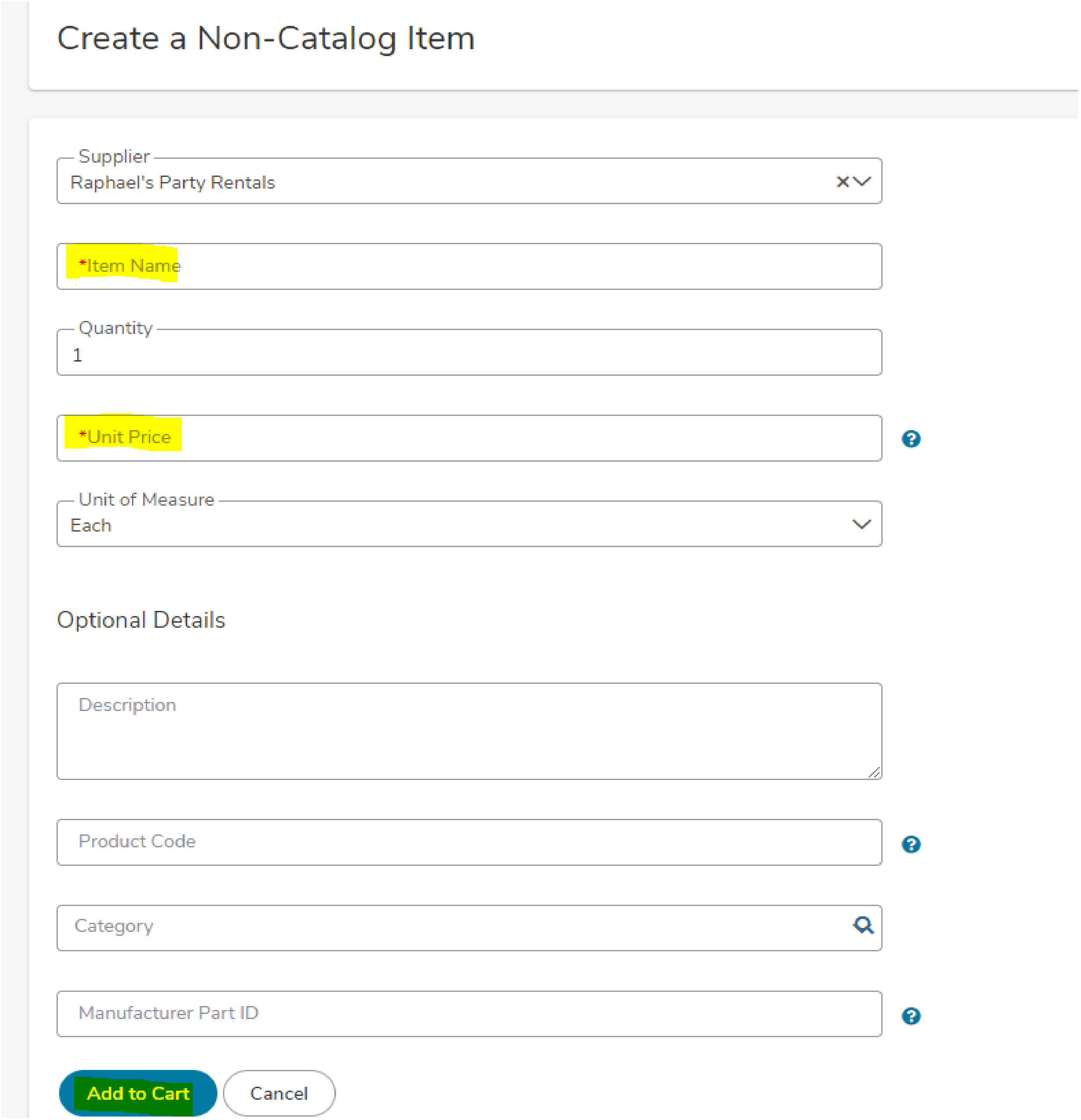
a) Determine if there is an existing University-Wide Contract in the USD Marketplace:
    - See "*USD-Wide Contract*" under "*Guided Buying*"



    - Select from available contracts then "*View Supplier*"



- Next click on "*Create*" and select "*Non-Catalog*"
- Complete the required fields for the non-catalog item and 'Add to Cart"
- Follow the instructions to complete the purchasing transaction



If no contract exists:

b) Submit a written “Statement of Work” detailing the specifications of the project

c) Procurement will work with you to develop a formal proposal and issue the RFx in accordance with the competitive bidding process for purchases of more than $250,000.

4 Single or Sole Source

- Non-competitive or single source purchases (more than $10,000)

Summary of Process

a) Complete procurement process using one of the authorized methods of procurement.
b) Submit the purchase requisition through Workday and attach documentation supporting limitation of sources.
c) Attach a completed Sole Source Form

Competitive Bidding Requirements

The University requires competitive bidding and documentation for purchases that are $10,000 and over ***only if the purchases are outside of approved Preferred Vendor Catalogs and University-Wide Contracts***. Verbal quotations are not acceptable as the university needs to be able to document the history of all procurement actions exceeding the competitive bid threshold.

All quotes obtained outside of the USD Marketplace must be attached to the purchase requisition in Workday as an essential part of the purchasing record. Purchases exceeding **$250,000** must be competitively sourced by the University Procurement Department working closely with the end user, category buyers, technical experts within the end user department, and following the standard procedures for solicitations over the simplified acquisition threshold.