

## **Purchasing Solicitation Requirements Policy**

Purpose: In order to ensure that purchases are administered in a manner that maximizes open and free competition, the following solicitation methods shall be utilized unless provided for by other College policies.

### **Definitions:**

“Requests for Quote” (RFQs) - A request made to a potential vendor for the vendor to establish pricing and terms and conditions under which the vendor offers to provide products/services sought by the College. RFQ’s may be solicited informally via fax, email, written documentation or verbally.

“Requests for Bids” (RFBs) - An announcement that the College intends to purchase products and/or services and an invitation for potential vendors to submit a response outlining the pricing and terms and conditions under which the vendor offers to provide such products/services. RFBs may be invitation-only or open to the public and bids may be solicited in sealed or unsealed format.

“Requests for Proposals” (RFPs) - An announcement that the College intends to purchase products and/or services and an invitation for potential vendors to submit a response detailing pricing, terms and conditions, vendor qualifications and manner in which the vendor offers to provide the products/services sought by the College. An RFP is utilized when the College determines that because of the nature and complexity of the products and/or services to be acquired, it would be in the best interest of the College to seek detailed proposals rather than quotes or bids.

### **Competitive Solicitation Requirements:**

When procuring products or services and issuing change orders, the following dollar thresholds, based on the estimated total transaction amount, shall serve as the guideline for the minimum requirements of competition and for the Board’s review and/or approval prior to committing the College. Exceptions to the requirements for seeking competitive solicitations are defined in the Purchasing Exceptions Policy.

When possible, College personnel are encouraged to engage vendors within the College’s defined service area, but are not expressly required to do so.

1. \$0 - \$9,999.99 - Selection of supplier may be made by unrestricted open-market processes in a manner that maximizes value to the College. While competitive solicitation is not required, necessary steps must be taken to ensure the college is maximizing value during the purchase.
2. \$10,000 - \$49,999.99 - Quotations will be requested from two (2) or more qualified sources. The Vice President for Business Operations and the President may select a

vendor without two (2) or more qualified suppliers being verified if recent purchase information or cooperative purchasing agreements provide assurance of competitiveness.

3. \$50,000 and above - RFBs or RFPs for the procurement of products or services shall be solicited from at least three (3) qualified sources. If three (3) sources are not obtainable, Area Board of Control approval is required. Such requests shall be advertised in local and/or regional newspapers at least ten (10) days prior to the scheduled bid opening. For awards of \$150,000 and above after administrative evaluation for the purchase of products and/or services, a recommendation for approval shall be submitted to the Area Board of Control prior to the issuance of an order or execution of a contract or agreement.

Awards following competitive solicitation shall be awarded to the lowest bidder(s) meeting specifications unless it is determined not to be in the College's best interest. The selection by the College of any vendor will be at the College's sole discretion.

Nothing contained herein shall be construed as precluding the right of the College to negotiate with the lowest qualified bidder or to issue change orders modifying any bid received or from rejecting any and all bids.

In the event other criteria are equal, purchase will be made from the vendor providing the best services to the College. Preference will be given, when quality and price are comparable, to the purchase of products and services offered for sale by vendors with offices or locations in the Colleges defined service area.