



Colorado School of Mines

Solicitation Methods



Competitive Solicitation

Competitive solicitations are used based on dollar thresholds* for goods and services. They are used to obtain competitive pricing and to provide vendors a fair and equal opportunity to compete for our business.

*Although School of Mines has determined what dollar threshold requires competitive solicitations, there are external compliance factors that impact the threshold limits. (e.g.: NSF research expenditures)

Solicitation Method

Quotes for Sponsored Funds

At least **3 quotes** are required for **purchases between \$3,500 and \$50,000**. Sponsored Funds are indicated by an Index starting with a 4 or a Program Code of 1200.

Why: To assure that Mines is compliant with Uniform Guidance. Lowest cost is the primary consideration for awarding to vendors

When:

- **Goods or Services:** Between \$3,500 and \$50,000
- **P-Card Purchases:** Quotes must be kept on file

Solicitation Method

Quotes for All Other Funds

At least **3 quotes** are required for **purchases between \$10,000 and \$50,000**.

Why: To assure that Mines is obtaining the best price on goods or services. Lowest cost is the primary consideration for awarding to vendors

When:

- **Goods or Services:** Between \$10,000 and \$50,000

Solicitation Method

Documented Quote (DQ)

A request for a **Documented Quote (DQ)** will be publically posted for at least **3 days**.

Why: To assure that we obtain the best price for higher dollar purchases. Lowest cost is the primary consideration for awarding to vendors.

When:

- **Goods:** Between \$50,000 and \$150,000
- **Services:** Between \$50,000 and \$150,000. ***Services above \$100,000 will also require a formal contract to be executed.***

Example: 5 Olympus Microscopes with accessories totaling \$55,970.50

Solicitation Method

Sole Source

A **Sole Source** requires approval by the Director of Financial Planning and Business Operations and is for exceptions only. It is a procurement made without competition and still requires the notice to be publically posted for **3 days**. It requires documented justification provided by the requestor.

Why: There is only one solution for a purchasing need. Other solutions do not exist or using an alternative creates undue hardship and threatens business operations.

When: Sole Sources are used on a rare exception basis when competition is otherwise required.*

Example: Purchasing additional modules for our Enterprise System, Banner.

*Many formal protests result from sole source requests and have delayed the procurement process.

Solicitation Method

Invitation for Bid (IFB)

A request for an **Invitation for Bid (IFB)** will be publically posted for at least **14 days**. This is a sealed bid with a more formal process for reviewing responses.

Why: IFBs are used in cases where the exact specifications for a desired purchase are already known. To assure that we obtain the best price, the lowest cost is the primary consideration.

When:

- **Goods:** Above \$150,000
- **Services:** Above \$150,000 – ***Services above \$100,000 will also require a formal contract to be executed.***

Example: Furnishings for the new dining hall totaling \$213,906.68



Solicitation Method

Request for Proposal (RFP)

A **Request for Proposal (RFP)** is a solicitation where the primary consideration for award is not limited to price. The RFP is publically posted for at least **30 calendar days**.

Why: Request for Proposals are used to find solutions to a purchasing need that can be evaluated on factors not limited to price.

When: RFPs are used for purchases over \$150,000 (not limited to purchases only over \$150,000) when the entire solution will be evaluated for many factors, including price.

Example: Determining which company will provide campus-wide dining services.

Solicitation Methods

Threshold	Solicitation Method	Applicable
\$3,500 < X > \$50,000	Quotes for Sponsored Funds	Why: To assure that we is compliant with Uniform Guidance. Lowest cost is the primary consideration for awarding to vendors
\$10,000 < X > \$50,000	Quotes for All Other Funds	Why: To assure that we is obtaining the best price on goods or services. Lowest cost is the primary consideration for awarding to vendors
\$50,000 < X > \$150,000	Documented Quote	Why: To assure that we obtain the best price for higher dollar purchases. Lowest cost is the primary consideration for awarding vendors
\$50,000 < X	Sole Source	<p>Why: There is only one solution for a purchasing need. Other solutions do not exist or using an alternative creates undue hardship and threatens business operations</p> <p>When: Sole Sources are used on a rare exception basis when competition is otherwise required</p>
\$150,000 < X	Invitation for Bid	Why: IFBs are used in cases where the exact specifications for a desired purchase are already known. To assure that we obtain the best price, the lowest cost is the primary consideration.
\$150,000 < X (Can be used for purchases under \$150,000 when necessary)	Request for Proposal	Why: They are used to find solutions to a purchasing need that can be evaluated on factors not limited to price.



Questions?

If you have any questions please contact the
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