



# 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

## Documented Quote (DQ)

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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 \$10,000 and \$150,000
- **Services:** Between \$25,000 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

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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)

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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)

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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

## Goods

Threshold	Solicitation Method	Applicable
$\$10,000 > X$	No Solicitation	
$\$10,000 < X < \$150,000$	Documented Quote	<b>Why:</b> To assure that we obtain the best price for higher dollar purchases. Lowest cost is the primary consideration for awarding vendors
$\$10,000 < X$	Sole Source	<b>Why:</b> 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  <b>When:</b> Sole Sources are used on a rare exception basis when competition is otherwise required
$\$150,000 < X$	Invitation for Bid	<b>Why:</b> 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	<b>Why:</b> They are used to find solutions to a purchasing need that can be evaluated on factors not limited to price.

# Solicitation Methods

## Services

Threshold	Solicitation Method	Applicable
$\$25,000 > X$	No Solicitation	
$\$25,000 < X < \$150,000$	Documented Quote	<b>Why:</b> To assure that we obtain the best price for higher dollar purchases. Lowest cost is the primary consideration for awarding vendors
$\$25,000 < X$	Sole Source	<b>Why:</b> 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  <b>When:</b> Sole Sources are used on a rare exception basis when competition is otherwise required
$\$150,000 < X$	Invitation for Bid	<b>Why:</b> 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	<b>Why:</b> They are used to find solutions to a purchasing need that can be evaluated on factors not limited to price.