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)**

A request for a **Documented Quote (DQ)** will be publicly 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**

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 publicly 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
A **Request for Proposal (RFP)** is a solicitation where the primary consideration for award is not limited to price. The RFP is publicly 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

<table>
<thead>
<tr>
<th>Threshold</th>
<th>Solicitation Method</th>
<th>Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000 &gt; X</td>
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<td></td>
</tr>
<tr>
<td>$10,000 &lt; X &gt; $150,000</td>
<td><strong>Documented Quote</strong></td>
<td>Why: To assure that we obtain the best price for higher dollar purchases. Lowest cost is the primary consideration for awarding vendors</td>
</tr>
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| $10,000 < X          | **Sole Source**                      | 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 |
| $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. |
## Solicitation Methods

### Services

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<td><strong>Sole Source</strong></td>
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