



# 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

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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

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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)

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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 \$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

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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

Threshold	Solicitation Method	Applicable
\$3,500 < X > \$50,000	<b>Quotes for Sponsored Funds</b>	<b>Why:</b> To assure that we is compliant with Uniform Guidance. Lowest cost is the primary consideration for awarding to vendors
\$10,000 < X > \$50,000	<b>Quotes for All Other Funds</b>	<b>Why:</b> 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	<b>Documented Quote</b>	<b>Why:</b> To assure that we obtain the best price for higher dollar purchases. Lowest cost is the primary consideration for awarding vendors
\$50,000 < X	<b>Sole Source</b>	<p><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</p> <p><b>When:</b> Sole Sources are used on a rare exception basis when competition is otherwise required</p>
\$150,000 < X	<b>Invitation for Bid</b>	<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)	<b>Request for Proposal</b>	<b>Why:</b> 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  
Purchasing Office:

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