



# University of Pittsburgh Policy

## Competitive Bidding

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Category: Financial Affairs

Section: Purchasing

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Policy Number: FN 05 (formerly 05-02-16)

Effective date: September 5, 2017

Responsible University Officer:

- Senior Vice Chancellor and Chief Financial Officer

Responsible Department

- Purchasing Services Department

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### POLICY STATEMENT

This policy establishes competitive bidding requirements for the University.

Competitive bids and price quotations should be obtained on goods and services purchased by the University.

Competitive bids and price quotations should be obtained in a manner that provides, to the maximum extent possible, open and free competition. This is accomplished by adhering to formal competitive bidding procedures, soliciting requests for quotations and proposals, and negotiating pricing agreements.

All supplier bids, proposals, and quotations should be evaluated on the basis of product, technical compliance with specifications, total cost, and the supplier's acceptance of the University's terms and conditions.

Purchases from University contracted suppliers do not require competitive bidding since these suppliers have already been selected through a rigorous evaluation process. Competitive bids for the purchase of goods or services already under University-wide contract may, however, be obtained if additional cost savings may be realized or other University objectives may be accomplished.

Pricing and other supplier information (including contract information) secured on bids, proposals and quotations, or through negotiations, are considered confidential and should not be discussed with competing suppliers by University personnel.

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### STAKEHOLDERS

- Department buyers and administrators
- Office of the Chief Financial Officer



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### RESPONSIBILITIES

#### University purchasers

##### \$10,000 and under

- Compare/evaluate potential suppliers in order to obtain the lowest total cost.
  - Competitive bidding is not required.

##### \$10,000.01 - \$50,000

- Conduct and select a supplier through a competitive bidding process.

##### \$50,000.01 and above

- Submit product and service requirements to the Purchasing Services Department which will conduct the bidding in conjunction with the University purchaser.
- Select a supplier based upon competitive bidding process managed through the Purchasing Services Department.

#### Delegated Purchasing Units

##### \$10,000 and under

- Compare/evaluate potential suppliers in order to obtain the lowest total cost.
  - Competitive bidding is not required.

##### \$10,000.01 - \$100,000

- Conduct and select a supplier through a competitive bidding process.

##### \$100,000.01 and above

- Submit product and service requirements to the Purchasing Services Department which will conduct the bidding in conjunction with the University purchaser.
- Select a supplier based upon competitive bidding process managed through the Purchasing Services Department.

#### Purchasing Services

##### \$100,000.01 and above

- Manage a competitive bidding process and select a supplier based upon product and service requirements submitted by University purchasers or Delegated Purchasing Units.



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### Exceptions

- Competitive bidding is not required when purchasing goods or services from a University contracted supplier.
- Competitive bidding is not required for directed or sole source purchases.
- Guest speakers, honoraria, subscriptions, dues, memberships and other similar items do not require competitive bidding and will be considered as sole source and thus do not require sole source justification documentation.

### CONTACTS

Subject	Contact	Phone	Email
Competitive Bidding	Panther Express Customer Service	412-624- 3578	pantherexpresscs@cfo.pitt.edu

### OTHER UNIVERSITY POLICIES, PROCEDURES, AND RESOURCES

#### Policies

<a href="#">Conflict of Interest and Procurement Relationships, and University Policy</a>	05-02-02
<a href="#">Code of Ethics</a>	05-02-03
<a href="#">Department Purchasing Authority and Responsibilities</a>	05-02-05
<a href="#">Authority for Management of Procurement</a>	05-02-14
<a href="#">Required Use of Contracted Suppliers</a>	05-02-15
<a href="#">Directed or Sole Source Purchase Justification</a>	05-02-17

#### Procedures

None

#### Resources

[Directed or Sole Source Justification Form](#)  
[University Contracted Suppliers](#)

### HISTORY

Updated 9/5/17 TEY