

3344-65-16 Competitive bidding and competitive selection.

- (A) This rule applies to all purchases over the bid threshold except:
 - (1) The procurement of goods and services related to construction and design are governed by rules 3344-65-25, 3344-65-26 and 3344-65-27 of the Administrative Code.
 - (2) Sole source purchases governed by rule 3344-65-23; and
 - (3) Emergency procurement governed by rule 3344-65-24.
- (B) Prior to issuing an invitation to bid or request for proposal, purchasers are required to consult with purchasing services to discuss the best method of handling specific needs. The purchasing agent is familiar with the various contracts, price practices and discount levels of various vendors. Failure to contact purchasing services will not eliminate the requirement for the formal solicitation and may result in unnecessary delays.
- (C) Purchases that exceed the bid threshold, or are expected to do so during the year, require a formal solicitation process. Purchasing services may require a formal solicitation on any requisition when it considers it advantageous to the university. The breaking up of a purchase into individual requisitions to avoid a formal solicitation (pyramiding) is prohibited.
- (D) All invitations to bid and requests for proposals shall be publicly displayed on a bulletin board located directly outside of the purchasing services office and on the purchasing services website. Invitation to bids and request for proposals shall be formally advertised at the discretion of purchasing services and/or departments concerned. Invitations to bid and requests for proposals may also be sent directly to prospective vendors.
- (E) Invitations to bid and requests for proposals require a minimum of at least fifteen days from the date the bid or proposal is solicited until the date of the opening. Re-bids, if necessary, require a

shorter time period. Invitations to bid and requests for proposals will be solicited from, if possible, at least three vendors.

- (F) Bids and proposals shall be in writing and received by the specified date and time in the specified location set forth in the invitation to bid or request for proposal. Late responses will not be accepted.
- (G) Unless the University elects to reject all bids or cancel the invitation to bid, a contract will be awarded to the lowest responsive and responsible vendor. Purchases pursuant to an RFP will be awarded to the responsive and responsible vendor whose proposal, in the sole discretion of the university, represents the best value and is most advantageous to the university.
- (H) If purchases are made through a cooperative purchase agreement of which the university is a part or a state contract, the formal solicitation requirement is considered satisfied.

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