



SUB-TOPIC

BID REQUIREMENTS AND REVIEWS

Some purchase requisitions sent to Purchasing require use of the competitive bidding process. The total price, source of funds, and purpose of the requested merchandise will determine which bidding procedure is used.

All requisitions over \$10,000 must have at least three (3) competitive bids solicited. Competitive bidding must be conducted by a Buyer (in the Purchasing Department) certified by the state of Texas to do so. At least one bid must be solicited from a minority-owned business and one from a woman-owned business certified as a HUB (Historically Underutilized Business). Dependent upon the expected dollar amount of the purchase, bids may be secured by telephone, direct mail or facsimile. Goods and services are typically awarded to the bidder offering the "best value" which consists of factors including price, quality, past performance, etc. The requisitioner may desire review of the bids as part of the evaluation team. In this case, supporting documentation from the requisitioner is required to include:

1. Statement on the purchase requisition by the requisitioner of his/her desire to review all bids prior to awarding of the contract.
2. Within five (5) days of the receipt of all bids, the requisitioner must present to UTD Purchasing written justification as to why the apparent best value should not be awarded the contract. Justification must be detailed, precise and include a contract award recommendation.

All requisitions over \$25,000, regardless of source of funds, are typically posted for 14-21 days in the **Electronic State Business Daily** which is an electronic posting tool found on the web. This posting is performed by the UTD Purchasing Department.

\$0-10,000	No Bidding Required at Purchasing Department discretion (Reference the HUB policy.)
\$10,001 – 24,999	3+ Verbal Bids (Informal, Telephone Bids)
\$25,000+	3+ Formal Written Bids (3.09 & Return Mail Bid if sole source.)

EXCEPTION: Proprietary 3.09 Orders, Professional Services & Emergency Orders, Orders placed against existing group contracts

NOTE: Purchases over \$25,000, regardless of funds, are typically posted as a bid opportunity at the Electronic State Business Daily Website.