FOR THE PURCHASE OF SERVICES:

Purchases for services up to $25,000.00 are considered discretionary and do not have to be competitively bid. Again, the Purchasing Department must use good judgment to insure the University is receiving maximum value. Documented quotes, competitive sealed bids or proposals may be solicited in this dollar range. Purchase for $1,500.00 and above require a written quotation.

Purchases for services between $25,000.00 and $50,000.00 must be competitively bid by securing documented quotes through the State of Colorado "BIDS" system. Documented Quotes allow vendors at least 3 days to respond. Competitive sealed bids or proposals may also be used for purchases in this dollar range.

Purchases for services over $50,000.00 must be processed by obtaining competitive sealed bids or proposals through the State of Colorado "BIDS" system. Typically, a Request for Proposal is used for the purchase of services over $50,000.00. RFPs are used when it is in the best interest of the University to consider other factors as well as cost. All evaluation factors, including cost, are given a weight value. Each proposal submitted is evaluated by a committee of University personnel and the vendor submitting the proposal most advantageous to the University is awarded a contract. RFPs allow vendors at least 30 days to respond.