

The University of Scranton
Purchasing Policies & Procedures
Competitive Solicitation

Purpose.

To provide policy concerning competitive solicitation.

Scope.

This policy applies to all purchasing personnel involved in the purchasing of material, supplies, and services.

Background.

The purpose of soliciting is to obtain the best possible pricing through sufficient competition. Put another way, this process "lets the market speak," through the competitive process.

Policy.

Competitive solicitation is required for all purchases of \$2,500.00:

A minimum of two (2) verbal quotations are required for purchases greater than \$2,500.00 and less than \$5,000.00

A minimum of three (3) written solicitations are required for all purchases over \$5,000.00

It is the responsibility of purchasing personnel to originate requests for bids, proposals, and quotes, meeting the dollar thresholds listed above.

The department is responsible for defining the requirements regarding quantity, delivery dates, technical specifications, or scope of work.