



3344-65-05 Purchases below bid threshold.

(A) Small purchases

Small purchases valued at ten thousand dollars or below are exempt from the competitive process.

(B) Goods below bid threshold

For goods to be purchased between ten thousand one dollars and forty nine thousand nine hundred ninety-nine dollars, a minimum of two quotes, one from an MBE, shall be acquired, when possible. If not possible, a brief written explanation shall accompany the requisition. One or more quote(s) are provided by the department and the others by purchasing, with the lowest, responsive vendor becoming the vendor of choice. The process of selecting the lowest quote is subject to a procedural override at the Vice President level, if determined to be in the best interests of the University.

(C) Services below bid threshold

For purchase of services between ten thousand one dollars and forty-nine thousand nine hundred ninety-nine dollars, the department should supply a minimum of two quotes, one from an MBE, where possible, for the identical scope of work, reviewable by purchasing. If not possible, a brief written explanation shall accompany the requisition. The most advantageous quote becoming the vendor of choice.

(D) Purchases above the bid threshold require competitive bidding or competitive selection in accordance with rule 3344-65-16 of the Administrative Code.

Policy Name: Purchases below bid threshold.
Policy Number: 3344-65-05

Board Approved: 09/17/2020
Effective Date: 10/05/2020
Prior Effective Dates: 05/01/1986, 08/07/1989, 03/01/1994,
08/04/2005, 11/12/2013/10/10/2016