Colorado School of Mines

Solicitation Methods
Competitive Solicitation

Competitive solicitations are used based on dollar thresholds* for goods and services. They are used to obtain competitive pricing and to provide vendors a fair and equal opportunity to compete for our business.

*Although School of Mines has determined what dollar threshold requires competitive solicitations, there are external compliance factors that impact the threshold limits. (e.g.: NSF research expenditures)
Solicitation Method
Quotes for Sponsored Funds

At least 3 quotes are required for purchases between $3,500 and $50,000. Sponsored Funds are indicated by an Index starting with a 4 or a Program Code of 1200.

Why: To assure that Mines is compliant with Uniform Guidance. Lowest cost is the primary consideration for awarding to vendors

When:
- **Goods or Services:** Between $3,500 and $50,000
- **P-Card Purchases:** Quotes must be kept on file
Solicitation Method

Quotes for All Other Funds

At least 3 quotes are required for purchases between $10,000 and $50,000.

Why: To assure that Mines is obtaining the best price on goods or services. Lowest cost is the primary consideration for awarding to vendors.

When:
• **Goods or Services:** Between $10,000 and $50,000
Solicitation Method

Documented Quote (DQ)

A request for a Documented Quote (DQ) will be publically posted for at least 3 days.

**Why:** To assure that we obtain the best price for higher dollar purchases. Lowest cost is the primary consideration for awarding to vendors.

**When:**
- **Goods:** Between $50,000 and $150,000
- **Services:** Between $50,000 and $150,000. Services above $100,000 will also require a formal contract to be executed.

**Example:** 5 Olympus Microscopes with accessories totaling $55,970.50
Solicitation Method

**Sole Source**

A **Sole Source** requires approval by the Director of Financial Planning and Business Operations and is for exceptions only. It is a procurement made without competition and still requires the notice to be publically posted for **3 days**. It requires documented justification provided by the requestor.

**Why:** There is only one solution for a purchasing need. Other solutions do not exist or using an alternative creates undue hardship and threatens business operations.

**When:** Sole Sources are used on a rare exception basis when competition is otherwise required.*

**Example:** Purchasing additional modules for our Enterprise System, Banner.

*Many formal protests result from sole source requests and have delayed the procurement process.*
Solicitation Method

Invitation for Bid (IFB)

A request for an Invitation for Bid (IFB) will be publicly posted for at least 14 days. This is a sealed bid with a more formal process for reviewing responses.

**Why:** IFBs are used in cases where the exact specifications for a desired purchase are already known. To assure that we obtain the best price, the lowest cost is the primary consideration.

**When:**
- **Goods:** Above $150,000
- **Services:** Above $150,000 – Services above $100,000 will also require a formal contract to be executed.

**Example:** Furnishings for the new dining hall totaling $213,906.68
Solicitation Method

Request for Proposal (RFP)

A Request for Proposal (RFP) is a solicitation where the primary consideration for award is not limited to price. The RFP is publically posted for at least 30 calendar days.

Why: Request for Proposals are used to find solutions to a purchasing need that can be evaluated on factors not limited to price.

When: RFPs are used for purchases over $150,000 (not limited to purchases only over $150,000) when the entire solution will be evaluated for many factors, including price.

Example: Determining which company will provide campus-wide dining services.
# Solicitation Methods

<table>
<thead>
<tr>
<th>Threshold</th>
<th>Solicitation Method</th>
<th>Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,500 &lt; X &lt; 50,000</td>
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<td>$50,000 &lt; X &lt; 150,000</td>
<td>Documented Quote</td>
<td>Why: To assure that we obtain the best price for higher dollar purchases. Lowest cost is the primary consideration for awarding vendors</td>
</tr>
</tbody>
</table>
| $50,000 < X        | Sole Source                      | Why: There is only one solution for a purchasing need. Other solutions do not exist or using an alternative creates undue hardship and threatens business operations  
When: Sole Sources are used on a rare exception basis when competition is otherwise required |
| 150,000 < X        | Invitation for Bid               | Why: IFBs are used in cases where the exact specifications for a desired purchase are already known. To assure that we obtain the best price, the lowest cost is the primary consideration. |
| 150,000 < X        | Request for Proposal             | Why: They are used to find solutions to a purchasing need that can be evaluated on factors not limited to price. |
Questions?

If you have any questions please contact the Purchasing Office:

**Purchasing Team**

COLORADO SCHOOL OF MINES

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