Competitive Procurement

Effective: Moved to Policy Library from UPM 10.3(1), UPM 10.3(2)
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Contact: Director of Purchasing

Introduction

Competitive procurement through a bidding process is an important aspect of purchasing in a public institution. The Board of Regents, State of Iowa, and the Federal Government both require fair and open competition based on functional and generic specifications. Careful development of bid specifications helps assure that the goods and services offered by vendors meet your needs. Bids not meeting your requirements can be rejected if the original specifications were objective and based on the necessary function and performance of the items or services desired.

Policy Statement

The Purchasing Department is responsible for establishing procedures and developing procurement processes, including processes where the procurement of goods and services is competitively bid. Written competitive bids are required for purchases which are expected to exceed $25,000. Competitive bids may be obtained at lower dollar levels, when the purchasing agent determines it is in the best interest of the university or the purchase involves a conflict of interest vendor.

Negotiated, noncompetitive, and sole source purchases are recognized as proper procurement procedures in appropriate circumstances where the public will be served. Requests to use negotiated, noncompetitive, and sole source purchasing processes must be submitted to and approved by the Purchasing Department.

Resources

Links

- Competitive Selection, Bidding
- Purchasing Department
- Contracting at ISU
- Board of Regents Policies, Section 7.06