

1 **Competitive Procurement**

2 Effective: Moved to Policy Library from UPM 10.3(1), UPM 10.3(2)
3 Reviewed and Updated: April 19, 2017
4 Contact: [Director of Procurement Services](#)

5 **Introduction**

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

12 **Policy Statement**

13 Procurement Services is responsible for establishing procedures and developing procurement
14 processes, including processes where the procurement of goods and services is competitively
15 bid. Informal competitive bids from an adequate number of vendors are required for purchases
16 which are between \$25,001 and \$50,000. Purchases of goods and services over \$50,000
17 require a formal competitive bid process. Competitive bids may be obtained at lower dollar
18 levels, when the procurement agent determines it is in the best interest of the university or the
19 purchase involves a conflict of interest vendor.

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

24 **Resources**

25 **Links**

- 26 • [Competitive Selection, Bidding](#)
- 27 • [Procurement Services](#)
- 28 • [Contracting at ISU](#)
- 29 • [Board of Regents Policy Manual \(RPM\) - see §2.2.6](#)

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