

Mansfield University of Pennsylvania

Purchasing

BIDDING REQUIREMENTS

Greater than \$21,000

Advertising and competitive bidding process is required. As a public university and member of the Pennsylvania State System of Higher Education (PASSHE) certain bidding requirements are either mandated or have been adopted as a good business practice. Under ACT 57, Pennsylvania law dictates that bids will be solicited for all purchases exceeding \$21,000.

Serial purchasing is defined as making multiple purchases of the same item or service from the same vendor in an attempt to circumvent the bidding requirements. If the Purchasing Department suspects serial purchasing they will stop the purchase and contact the department for further clarification.

Exceptions to Competitive Bidding

Competitive bidding is not required for commodities or services purchased from commonwealth contracts, commonwealth warehouse, PASSHE contracts, through public agencies such as PIBH, or other commonwealth agencies.

Sole Source procurement will be considered if one of the following conditions exist:

1. Only a single vendor is capable of providing the goods, service or construction item.
2. It is clearly not feasible to award the contract for goods and services on a competitive basis (e.g., service for guest lecturers, artists, musicians)
3. A federal or state statute or regulation exempts the award of the contract from the competitive bidding process.
4. The services involve the repair, modification, or calibration of equipment, and they are to be performed only by the manufacturer.
5. The contract for supplies or services is in the best interest of the Commonwealth.

The Sole Source form must be completed with justification and approved by University Legal Counsel.

Emergency Purchase - When goods or services must be obtained on an emergency basis, and Emergency Contract Certification form must be completed with justifications and approved by the University Legal Counsel.

Purchases from \$10,001 - \$20,999

For goods and services between \$10,001 and \$20,999 three informal quotations are required. This process may include obtaining telephone, fax, internet or other electronic price quotes. Quotes must be submitted to the Purchasing Department.

Purchases less than \$10,000

For goods and services less than \$10,000 no advertising or competitive bidding is required. While bidding is not required for procurement needs at this level, University departments are encouraged to solicit quotations, take advantage of volume discounts, and use other techniques to obtain the lowest possible prices in relation to the value received.