

**University's Bid Thresholds / Bids Awarded by Contracts and Procurement**

PERSONAL PROPERTY (GOODS) THRESHOLD PRIOR TO BID - BASED ON ESTIMATED COST				SPECIAL - FAST TRACK
	Under \$50,000	\$50,000 to \$100,000	Over \$100,000	Under \$250,000
Request for Information Request for Quotes Request for Proposals Invitation for Bids	*** May be awarded when the price has been determined to have met fair and reasonable standards	Informal process with written project scope -written responses from at least 3 vendors or must document due diligence	Formal solicitation process	May be awarded to a Certified Small Business or DVBE, as long as price quotations from two or more Certified Small Businesses or two or more DVBEs are obtained
Sole Source Justification	No	Yes	Yes	N/A
California State Contract Register Advertising - FI\$CAL	Optional	Optional	Yes	Optional
* CSU Master Enabling Agreement	Recommended	Per MEA	Per MEA	Exempt
** Use of Other Competitively Bid Contracts	N/A	Yes	Yes	No

SERVICES THRESHOLD PRIOR TO BID - BASED ON ESTIMATED COST				SPECIAL - FAST TRACK
	Under \$50,000	\$50,000 to \$100,000	Over \$100,000	Under \$250,000
Request for Information Request for Quotes Request for Proposals Invitation for Bids	*** May be awarded when the price has been determined to have met fair and reasonable standards	Informal process with written project scope -written responses from at least 3 vendors or must document due diligence	Formal solicitation process	May be awarded to a Certified Small Business or DVBE, as long as price quotations from two or more Certified Small Businesses or two or more DVBEs are obtained
Sole Source Justification	No	Yes	Yes	N/A
California State Contract Register Advertising - FI\$CAL	Optional	Optional	Yes	Optional
* CSU Master Enabling Agreement	Recommended	Per MEA	Per MEA	Exempt
** Use of Other Competitively Bid Contracts	N/A	Yes	Yes	No

ITR GOODS AND SERVICES (INCLUDING CONSULTING) THRESHOLD PRIOR TO BID - BASED ON ESTIMATED COST				SPECIAL - FAST TRACK
	Under \$50,000	\$50,000 to \$500,000	Over \$500,000	Under \$250,000
Request for Information Request for Quotes Request for Proposals Invitation for Bids	*** May be awarded when the price has been determined to have met fair and reasonable standards	Informal process with written project scope -written responses from at least 3 vendors or must document due diligence	Formal solicitation process	May be awarded to a Certified Small Business or DVBE, as long as price quotations from two or more Certified Small Businesses or two or more DVBEs are obtained
Sole Source Justification	No	Yes	Yes	N/A
California State Contract Register Advertising - FI\$CAL	Optional	Optional	Yes	Optional
* CSU Master Enabling Agreement	Recommended	Per MEA	Per MEA	Exempt
** Use of Other Competitively Bid Contracts	N/A	Yes	Yes	No

<p><b>* CSU Master Enabling Agreement</b></p> <p>1. Unless stated otherwise in the CSU contract web site, if MEAs were awarded to multiple vendors then acquisitions placed against those MEAs shall be competitively solicited from two or more of the awarded vendors resulting in two or more offers.</p> <p>2. MEAs resulting from a formal competitive process and where only one vendor was awarded an agreement do not require further competition.</p> <p><b>** Use of Other Competitively Bid Contracts</b></p> <p>1. When in the best interest of the campus, formally bid and awarded contracts from other campuses or other California public agencies may be used in lieu of formal bidding requirements.</p> <p>2. The procurement file shall be documented with references to the formally bid and awarded contract.</p> <p><b>*** "Fair and Reasonable" may be determined by, but not limited to, one of the following techniques:</b></p> <p>1. Catalog or Market Price – The price offered is supported by an established and verifiable catalog or market pricing medium issued by a responsible supplier and/or through an established reputable forum. In addition, the pricing structure provided is one that a prudent buyer would accept as a reasonable representation of existing market value.</p> <p>2. Price Comparison – A buyer has obtained quotes or offers within the last 6-month period from other responsible suppliers which provide evidence that a price obtained is deemed fair and reasonable.</p> <p>3. Historical Pricing – A buyer is able to demonstrate that other transactions occurring in the past 18 months show prices for similar acquisitions, which provides evidence that a price obtained is deemed fair and reasonable.</p> <p>4. Controlled Pricing – Law or regulation sets the price offered.</p>
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