

## Purchasing Levels

effective: Sept 13, 2019

Purchase Amount	Type	Documentation	Quote/Bid Requirement	Contract Type
\$0 - \$999.99	Materials, Construction, & Service Off	Vendor Quote Form	At least one fair and reasonable quote.	None Required
\$0 - \$999.99	Materials, Construction, & Service On	Vendor Quote Form, Service ON only - Crew Terms & Conditions Form	At least one fair and reasonable quote.	None Required
\$1,000 - \$9,999.99	Materials, Construction, & Service Off	Vendor Quote Form	At least one fair and reasonable quote.	None Required
	Materials, Construction, & Service On	Vendor Quote Form, Crew Terms & Conditions Form		
<b>\$10,000 - \$49,999.99</b>	Materials, Construction, & Service Off	<b>Buyer to complete Informal Quote process. Please use Informal Quote Form on Facilities Webpage/Form/Purchasing.</b> Alternate Procurement form required if competition is not used.	3 Informal quotes or Post on SPO Online with appropriate State Bidders List. May send to additional vendors.	None Required Service requests require a Service Contract (Facilities Management)
	Materials, Construction, & Services On			
\$50,000 - \$99,999.99	ALL	Alternate Procurement form required if competition is not used or SPO Online not used.	Solicit Informal Bid or proposals using SPO Online with appropriate state Bidders List. May send to additional vendors.	Contract (Purchasing Office)
\$100,000 +	ALL	Alternate Procurement form required if, competition is not used or SPO Online not used.	Formal Bid Process or Post on SPO Online with appropriate Bidder List. May send to additional vendors.	Contract (Purchasing Office)

**NOTE: Quote(s) and Crew Terms & Condition Forms are to be provided in an email to [und.facilities.purchasing@und.edu](mailto:und.facilities.purchasing@und.edu).** After supervisor approves PREQ all documentation must be sent to buyer before a PO will be generated.

**Resources you can use without competition or completing an Alternate Procurement Form: (source used must be listed on PRQ description)**

State Contracts established by OMB

Government Sources of Supply – Surplus Property division, Roughrider Industries, Informal Technology Department (ITD), Core Technology Services (CTS),

Correctional Institutions, 1033 Program, 1122 Program

Approved Cooperative Purchasing Agreements – Higher Education cooperative agreements or OMB cooperative agreements listed as state contracts

**Contract or Service Agreement Signature Authorizations: (Please ask if you are not sure before signing anything)**

**Service Agreements under \$100,000** - VP for Finance & Operations or Associate VP of Facilities

**Software Purchases over \$5,000**, an agreement between licensor and UND for the right to use software – CIO, Vice Provost or Chief Strategy Officer

**Maintenance Agreements under \$5,000**, agreement between and another party to keep buildings and equipment in good conditions by conducting regular by conducting regular inspections or performing repairs when needed – Associate VP for Facilities or VP for Finance & Operations

**Maintenance Agreements over \$5,000**, agreement between and another party to keep buildings and equipment in good conditions by conducting regular by conducting regular inspections or performing repairs when needed – Director of Procurement Services