

University System of New Hampshire
Financial and Administrative Procedures

Title: Competitive Bid Limit

Procedure: 6-005

Issued By: USNH Chief Procurement Officer

Approved By: USNH Chief Financial Officer

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A. SUMMARY OF ADMINISTRATIVE POLICY

1. The University System of New Hampshire and its component institutions must obtain competitive pricing through a formal procurement process for the purchase of goods or services \$35,000 or over

B. DETAILED POLICY

1. Competitive Process:
 - a. Formal procurements processes will be conducted on an open and competitive basis and without favoritism to obtain the maximum value. Interested suppliers will receive fair and impartial consideration. Adequate safeguards will be in place to ensure that the best interests of our students, the State of New Hampshire and the institutions of USNH will be served by timely purchases of acceptable quality at minimum costs.
2. Awards
 - b. In general, awards are made to the supplier submitting the lowest responsive and responsible bid including all considerations such as freight, payment terms, price, maintenance, life cycle cost, delivery, supplier acceptability (including supplier's past history with USNH and data provided on the USNH Substitute W9 form) and quality of product or service unless, in the judgment of the requisitioner, and with the approval of the USNH VCFA, CPO, or his/her designee, the best interests of USNH would not be served by such an award.

3. Exemptions from the Competitive Bid Process

- a. Purchases between \$10,000 and \$149,999.99 can be made to suppliers on approved USNH, state, federal, or other cooperative contract or pricing agreement (NHCUC, GSA, E&I) without any additional competition.

4. Solicitation

- a. Any solicitation issued by USNH Procurement Services is not a commitment to issue an order.