

Competitive Bid Procedure

Effective date June 1, 2017

The University shall obtain all goods and services at the best over-all value to the University as is consistent with the quantity, quality, durability, availability, serviceability, and other factors affecting service and use as required by the using department of the University. It supports the principles of non-discrimination, access by qualified suppliers, fair acquisition processes, and transparency of policy and procedures. To encourage open and fair competition, advertisement for and receipt of competitive bids shall be used whenever practicable, or when required by law.

The type of document used will depend on value and complexity of the requirement or project (see sidebar).

This procedure applies to all university employees, Board of Governors, and all other individuals and parties acting on behalf of the University of Saskatchewan for all purchases that exceed the thresholds. All procurement commitments will be managed in accordance with the Signing Authority and Procurement policies.

RFQ

Request for Quotation

RFT

Request for Tender

RFP

Request for Proposal

RFI

Request for Information

REI

Request for Expression of Interest

Thresholds (Limits) & Requirements

The total intended obligation (estimated total value of the acquisition) must be considered when determining whether a competitive bid needs to be performed.

- a) **Procurement up to \$10,000** – Any single purchase consisting of one item (good or service), or an accumulation of items not exceeding \$10,000 in value, may be purchased based on the Procurement Team's knowledge of, and experience with the supplier, or based on the department/colleges knowledge of last purchased price or verbal quotation.
- b) **Procurement over \$10,000 and up to \$75,000** – Any single purchase consisting of one item (good or service), or an accumulation of items (goods and/or services) over \$10,000, but not exceeding \$75,000 in value, may be purchased on the basis of written competitive quotations from no fewer than three (3) suppliers unless there are restrictions in the competitive market.
- c) **Procurement over \$75,000** – Any single purchase consisting of one item (good or service, including construction and consulting), or an accumulation of items (goods and/or services), exceeding \$75,000 in value must be purchased through a formal competitive bid process. Rules under various trade agreements apply and include the requirement to post electronic bid opportunity notices on a designated provincial site. All procurement commitments will be managed in accordance with the Signing Authority and Procurement policies.

Information

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