UCF | Procurement Services

COMPETITION REQUIREMENTS

The table below outlines UCF's competition requirements for purchases. Procurement Services reserves the right to compete any purchase request regardless of dollar amount when it is determined that better pricing is available. UCF has the authority to use contracts from other universities, public and private, as well as contracts from other states, the federal government, political entities, and educational cooperatives when determined to be cost-effective and in the best interest of the university. Procurement Services can assist with obtaining quotes, if necessary.

UCF encourages the use of small businesses and veteran-owned businesses in the solicitation process. Contact Procurement Services at procurement@ucf.edu for further information on small or veteran-owned business listings.

$25,000.00 and below	Quotes are not required, but competition is encouraged. Quotes from small or veteran-owned businesses are encouraged.
$25,000.01 - $75,000.00	At least **two informal price quotes** from different suppliers are **required**. At least one quote from a small or veteran-owned business supplier is encouraged. Quotes can be obtained via telephone and annotated in the internal memo field of the purchase requisition or attach any pertinent documentation to the purchase requisition. Document as much information on the commodity/service as possible from each supplier (make, model, prices, delivery info, discounts, etc.) to assist Procurement Services in properly comparing the quotes to determine the most reasonable cost.
$75,000.01 - $150,000.00	At least **three formal written quotes** from different suppliers are **required**. At least one quote from a small or veteran-owned business supplier is encouraged. Quotes must be on the companies' stationery/quote form, etc. Quotes must be attached to the purchase requisition.
Greater than $150,000	A formal Invitation to Bid or Invitation to Negotiate is required, unless exempted from competition per university regulation. This process must be completed through Procurement Services. Small business and veteran-owned business suppliers are included in the advertisements.
Greater than $5,000,000	UCF's president has authority to sign contracts up to any dollar amount and approves any purchase exceeding $5,000,000. The Assistant Vice President for Procurement Services has authority up to $1,000,000 but is authorized to approve acquisitions exceeding that amount from a purchasing perspective if the president has already approved them.
Exemptions	**Waiver of Competition:** For purchases $25,000.01–$150,000.00, Procurement Services can assist in obtaining quotes if a department's research falls short. If the required number of quotes cannot be obtained, Procurement Services' management can waive the competition requirement if the request is properly justified. The approved Waiver of Competition must accompany the purchase requisition. A waiver should not be requested to avoid competition. **Sole Source Certification:** When competition is not possible for a purchase over $150,000.00, a sole source exemption may be granted by the Senior Vice President of Administration and Finance. Sole source purchases require extensive written justification from the department. The approved Sole Source Certification form must accompany the purchase requisition. A sole source should not be requested to avoid competition. Other exemptions to competition are listed in UCF Procurement Services Regulation 7.130. Only Procurement Services has the authority to approve the use of these exemptions.