

## MATERIALS MANAGEMENT COMPETITIVE BIDDING THRESHOLDS CHART

Competition Thresholds. Use the chart below to determine what competitive quotes or competitive bids are required for your purchase. Note that for procurements that will use federal funds, even if the primary source of funds is EVMS, the federal procurement thresholds must be followed.

PROCUREMENT TYPES	EVMS THRESHOLDS	FEDERAL THRESHOLDS	DESCRIPTION/PROCEDURE
Micro-purchase	\$10,000	\$10,000	No quotes or bids required if the price is reasonable and when purchases are distributed equitably among qualified suppliers including SWaM. If concerns over price exist, quotes may be solicited.
Small Purchase	\$10,001-\$100,000	\$10,001 - \$250,000	Three competitive quotes required unless accompanied by an authorized Justification for Sole Source/Best Value Purchase form. Written quotations must be from prospective suppliers/service providers or documented by using the Quote Documentation Form. Solicit quotes from SWaM whenever they are potential sources of products or services.
Bids/Proposals	\$100,001 and up	\$250,001 and up	Sealed bids or competitive proposals are publicly solicited. For federal awards, a firm, fixed price contract will be awarded. Materials Management solicits Invitations for Bid (IFB) or Request for Proposals (RFP) unless accompanied by authorized Justification for Sole Source/Best Value Purchase form. Two or more qualified offerors shall be deemed open competition. Include qualified SWaM on solicitation list.

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Sole Source. Purchases over the Micro-purchase threshold that fall into the following categories/examples are not considered Small Purchase or Bid/Proposal procurements and do not require quotes or bidding provided that the requisition is accompanied by authorized EVMS Justification for Sole Source/Best Value Purchase form. Types include but not limited to one of the following:

Sole Source Types	Description	Examples
Single Source	The item is available only from a single source.	See Section A (1) of Justification for Sole Source/ Best Value Purchase form.
Emergency	There is an emergent need and there is no time for competitive solicitations.	Repair to elevator with trapped passengers.
Demand Payments	Goods or services where competition normally is impractical or unavailable.	See Section A (4) of Justification for Sold Source/ Best Value Purchase form.
Authorized by Awarding Agency	The good or service is authorized, in writing, as a sole source purchase by a federal awarding agency.	NIH has authorized you to purchase or contract with supplier “xyz” without competition.
Inadequate Competition	Competition has been deemed inadequate by the Executive Director of Materials Management.	An IFB or RFP has been publicized twice, but in each instance only one vendor responded. The Executive Director of Materials Management has deemed competition inadequate and the requisitioning department must complete the Justification for Sole Source/Best Value Purchase Form.