

UC Davis Bidding Guidelines for Non-Federal Funding Sources

Category	\$0 - \$9,999.99	\$10,000 - \$99,999.99	\$100,000 - \$250,000	> \$250,000
Goods	<div>For AggieBuy, KFS Automatic Purchase Order (APO), and Procurement Card engagement</div>	One (1) Small Business First (SBF) Quote Required, including proof of active California or Federal Government Small Business certification	Two (2) SBF Quotes required ** including proof of active California or Federal Government Small Business certification	Request For Proposal (RFP) or Formal Bid, May leverage Group Purchasing Organization (GPO) (if Competitively Bid) **
Services	<div>Purchasers responsible for determining price reasonableness</div> <div>For Procurement engagement</div>	<div>If department does not provide quote, buyer will obtain *</div> <div>May leverage approved Group Purchasing Organization (GPO) or sourcing agreement</div>	<div>If good or service is proprietary, submit SBF waiver request form</div> <div>If department does not provide quotes, buyer will obtain *</div> <div>May leverage approved Group Purchasing Organization (GPO) or sourcing agreement</div>	<div>Award will be made by thefollowing:</div> <div>- Low Cost</div> <div>- Best Value</div>
Capital Equipment	<div>Informal Quote</div> <div>Buyer verifies price if Necessary</div>	<div>If good or service is proprietary, submit SBF waiver request form</div>	<div>If no Small Businesses can provide Good / Service then Request For Proposal (RFP)</div>	
Consultants		3 or more Formal Quotes required		

* Note: To expedite, department should provide quote(s). Increased processing time is required if buyer obtains quote(s).

** Note: In lieu of competition, the department may submit a Sole Source Justification.

The Source Selection & Price Reasonableness Justification Form is found at <https://supplychain.ucdavis.edu/forms/pcs>
Sole Source Requests in excess of \$500K must have the Department Dean's or Vice Chancellor's signature approval on the SSJR.

The Small Business First program Waiver form is found at <https://www.ucop.edu/procurement-services/for-ucstaff/small-business-first/job-aids-trainings.html>

All KFS procurement documents (PO / PA) must include supporting documentation to demonstrate policy compliance (Quotations, RFP attachments, GPO attachments, Small Business Certifications / Quotes, etc.) in the electronic file at the time of issue.

Definitions:

Formal Quote	A proposal with price/delivery/terms provided on company letterhead or company stationery. Typically, formal quotes will include a quote number, payment terms, delivery terms, expiration date of quote, terms and conditions, etc.
Informal Quote	A proposal with pricing/terms provided verbally (e.g. phone) or in writing (including email).
GPO / Purchasing Cooperative	Group Purchasing Organization: An entity that is created to leverage the purchasing power of a group of businesses to obtain discounts from vendors (usually competed) based on the collective buying power of the UC Strategic Sourced Agreements, GPO members (i.e., E&I, US Communities, OMNIA, and others).