**When should I seek competitive bidding?**

Competitive bidding is always an advantage regardless of dollar amount. However, it is mandatory when the dollar threshold is expected to exceed $5000. If the vendor is expected to provide a complex solution, follow detailed WesternU-dictated specifications, milestones, or other detailed work – it is preferable to request that the Purchasing Department issue an RFP. This is especially true for any order over $25,000.

When a purchase is expected to exceed $5000.00, the University must show its due diligence as fiscal stewards by ascertaining whether the purchase price is fair and reasonable. The requisitioning department shall attach the written quotes to the Elixir transaction as evidence of due diligence.

It is generally accepted that purchases expected to exceed $25,000.00 are more complex with more associated risks. Therefore, the Purchasing Department is responsible for issuing all formal bids for all orders over $25,000.00 through the use of a Request for Quotation (RFQ), or Request for Proposals (RFP) when it is in the best interest of the University. An RFP is generally issued to vendors with the understanding that the vendor is to provide a solution and cost to a problem as outlined in a WesternU authored statement of work. The solution can be in labor hours, material, or labor and materials. An RFQ is generally issued to obtain a price for specific materials and/or labor.

The Purchasing Department reserves the right to reject any and all bids, to waive informalities, and to contract as the best interests of the University. This should be clearly noted on all bid documents.

Bids shall not be solicited from, nor any order placed with any company that:

* Is owned, controlled, or actively influenced by any WesternU employee or immediate relative of said employee;
* Employs in a management, consulting, or sales capacity any person who is a WesternU employee;
* Employs in any capacity a WesternU employee who is in a position to influence the selection of, or conduct business with, such vendor.