

Revision - 10/2018

APPENDIX II COMPETITIVE SOURCING MATRIX

Non-Sponsored Service Providers

Purchase Requisition Amount	Type of Competitive Action	If Non-Competitive Action
\$0 and up (<i>UwPA, DSA or Master Services Agreement</i>)	Requires 1 written quote/proposal and an executed Scope of Work (SOW)	N/A
\$0 - \$24,999 (<i>non-UwPA</i>)	Requires One (1) written quote or proposal	N/A
\$25,000 - \$249,999 (<i>non-UwPA</i>)	multiple written bids, quotes or proposals	Single/Sole Source Justification form with supporting documentation
\$250,000 and up (<i>non-UwPA</i>)	3 written bids, quotes or proposals	Single/Sole Source Justification form with supporting documentation *
		<i>*Single/Sole Source form must be approved by Senior Level Officer (supplemental approver) in department prior to submission to Purchasing at this dollar threshold.</i>

Sponsored Goods and Services

UwPA - University-wide Purchasing Agreement (negotiated by Purchasing)

DSA - Department Select Agreement

UG - Uniform Guidance

Purchase Requisition Amount (updated for UG)	Type of Competitive Action	If Non-Competitive Action
\$0 and up (<i>UwPA/DSA only</i>)	Requires One (1) written quote or proposal from a qualified supplier	N/A
\$0 - \$9,999 (<i>non-UwPA</i>)	Requires One (1) written quote or proposal from a qualified supplier	N/A
\$10,000 - \$249,999 (<i>non-UwPA</i>)	Requires an appropriate number of quotes or proposals from qualified suppliers	Single/Sole Source Justification form with supporting documentation
\$250K and up (<i>non-UwPA</i>)	3 or more Public RFQ's or RFP's (<i>managed through Central Purchasing</i>)	Single/Sole Source Justification form with supporting documentation*

**Single/Sole Source form must be approved by Senior Level Officer (supplemental approver) in*

