



Competitive Solicitation Procedures

1. Campus requesters create a cart/purchase requisition within ePro, providing the OPC with an accurate description of the item(s) to purchase.
 2. The requesters are responsible for providing a recommended supplier and detailed specifications of the item(s) so that the OPC personnel can determine what is being requested for purchase.
 3. The requester must also include the desired in-house date (i.e., time-line or other critical elements), any particular delivery method that is needed, and the quantities to be purchased.
 4. For purchases between \$10,000 and \$24,999.99, the KSU's OPC or end-user departments should:
 - i. Determine price reasonableness by performing an analysis of pricing and/or cost, including one or more of the following:
 - a. Comparison of prior quotations within the past 12 months;
 - b. Comparison of published price list(s), prices set by law or regulation, and/or similar item comparison; evaluation of separate cost elements (i.e., labor, materials, etc.);
 - c. Other market research; **or**
 - ii. Obtain competitive pricing in the form of three quotes; **or**
 - iii. Provide documentation of justification for procuring without competition (i.e., sole source, item only available from two distributors, etc.).
- Note:** If the preceding documentation is not attached to the requisition and/or provided by the end-user department, the OPC will determine price reasonableness by performing one or more of the above steps in order to proceed with the purchase. OPC staff will review the requisition and supporting documentation and will release a purchase order once all requirements have been satisfied.
5. For purchases valuing \$25,000 or more, KSU is required to obtain competitive pricing as outlined in the KSU [Competitive Solicitation Policy](#). Formal solicitation procedures apply.
 6. The OPC reviews the requisition to ensure that the items requested are not required to be purchased from a mandatory statewide contract or any other required source.
 7. If the items are required to be purchased utilizing a mandatory statewide contract or other required source, but the end-user prefers to use an alternate source, the OPC has the option to submit a waiver to SPD on behalf of the end-user, once the end-user has provided substantial justification of benefit to the University.
 8. The OPC issues a purchase order to the requester's recommended supplier for these types of purchases, once the following determinations are made:
 - a. Item(s) are not available on a mandatory statewide contract;
 - b. Item(s) are not required to be purchased from a mandatory source or other required source;
or
 - c. A waiver is granted from SPD.