

Competitive Bidding / Sole, Single Source

Selection Process

Total Fees and Allowable Expenses of \$25,000 or Greater

Requirements for Professional Services at this dollar level should be addressed through a competitive selection process.

<http://policylibrary.columbia.edu/competitive-procurement>

Purchasing can work with Schools and Departments in the issuance of a Request for Proposal (RFP), Contract Forms and Other Documents.

Departments should complete the Professional Services Information Form (PSIF) to gather information to prepare the RFP. Departments should submit their recommendation for contract award to Purchasing in the form of a memo or spreadsheet when submitting supporting documents to Purchasing. For planning purposes the department should allow at least 2 months for completion of an RFP process.

Following selection of the Contractor and before services commence, an executed contract and Purchase Order must be in place. Purchasing works with the Department to finalize the contract, reviews it for compliance with the requirements and obtains the official signatures of both parties.

Waivers of the Competitive Selection Process (contracts over \$25,000)

In exceptional circumstances, the Purchasing Policy allows for a waiver of the requirement for a competitive selection process for agreements in excess of \$25,000. Exceptional circumstances include, but not limited to services available from **ONLY ONE SOURCE OR EMERGENCY PROCUREMENTS**. A single/sole source may be justified when only one Service Provider is deemed economically feasible or when a requirement is available only from a single supplier.

To utilize a waiver of the competitive selection process, the department must submit a request through FFE in conjunction with the Purchase Requisition process and signed off by the appropriate Supplemental Approver. The request must include the following information:

- Rationale for the Selection (i.e. Proprietary, Emergency, etc.).
- Cost Reasonableness — Explanation of how the fees assessed by the Service Provider are competitive and reasonable.