



# Requirement for Supplier and Consultant Bids on Sponsored Projects

## Overview

Federal sponsors do not accept naming a supplier/consultant in a proposal as proof of competition. UCF must still meet federal procurement standards before naming any supplier or consultant.

### Noncompetitive Procurement Allowed only When:



Micro-Purchase Threshold Not Exceeded



Single-Source Availability



Public Emergency / Exigency



Federal Agency Approval



Inadequate Competition

### UCF Bid / Quote Limits

**\$25,000 and Below**

*No quotes required, but competition encouraged.*

**\$25,000.01 – \$75,000**

*At least 2 informal quotes.*

**\$75,000.01 – \$150,000**

*At least 3 written quotes.*

**Over \$150,000**

*Formal Bid or Negotiation.*

**Over \$5,000,000**

*President Approval Required.*

## Best Practices

### Proposal Phase

✓ **If naming required:**

- Documentation on file, or use
- *"Subject to competitive search upon award"*

✓ **If naming not required:**

- *Use TBD and note competitive process will occur upon award.*

### Award Phase

✓ Attach documentation if competition done earlier.

✓ If not, initiate competitive procurement.

## Key Points



Naming suppliers in proposals does not satisfy Federal rules.



Only listed situations allow **noncompetitive procurement**.



Begin procurement processes early to avoid delays.