



Procurement and Sourcing Services

Effective Date: July 31, 2002
Last Update/Revision: January 30, 2012
Initiating Department: Procurement and Sourcing Services
Responsible Department: Procurement and Sourcing Services
Authorizing Person: VP for Finance and Treasurer
Policy Number: P1310

Policy Name: Award Other than Low Bid

Purpose: To establish guidelines for requesting departments when awarding purchases to vendors who do not offer the lowest price.

Policy: It is recognized that the primary objective of Procurement and Sourcing Services is the timely acquisition of goods and services at the lowest total cost. The elements of total cost in addition to basic price include: transportation; storage; service; technical assistance; willingness to stock material for the University's requirements; after-hours availability; compatibility and correct invoicing.

The assigned purchasing staff/committee will evaluate these and other criteria to decide which proposal represents greatest value or lowest total cost to the University. Since several of these factors are subjective, it is important that the reasoning employed in reaching a decision be carefully documented. In the event that the decision is made to award the order or the contract to a supplier whose price is not low by the competitive bid, the assigned personnel shall complete an [Award Other Than low Bidder Memo , F1311](#) giving a detailed explanation of the factors that led to the award. Attach the documentation to the purchase order requisition.

Award to a vendor not providing the lowest bid is subject to approval by Procurement and Sourcing Services.

This Policy Applies to: All Departments

Procedure: Fill out the Award Other Than Low Bidder Memo and attach to the purchase order requisition

Exceptions: None

Forms: [Award Other Than Low Bidder Memo](#)
