

## Solicitation of Price Quotes Requirements According to Price Range

Procurement Amount	Procurement Method	Requirements	Estimated Business Days
All Dollar Limits	State Contract and Approved Co-ops	Department provides documentation verifying State Contract or approved, active Co-op program.	3-5
\$0 - \$5,000.00	One Verbal Bid	Department selects best value. Department is encouraged to contact at least one HUB vendor.	3-5
\$5,000.01 - \$25,000.00	Informal Bid	Department solicits at least 3 informal bids, including minimum of 2 HUB vendors.	3-5
\$25,000.01 and over	Formal Bid	Procurement Services solicits formal bids.	IFB -15-20 RFP-45-60
\$100,000.01 and over	All Methods	Procurement Services solicits formal bids. HUB Subcontracting Plan required.	IFB-25-30 RFP-45-60
\$500,000.01 and over	All Methods	Procurement Services solicits formal bids. HUB Subcontracting Plan required. Chancellor or BOR approval required.	IFB-25-30 RFP-60-90

### Disclosure of No-Bid Contract Awards

Procurement Services contracts over \$25,000 for which bids are not solicited are disclosed to the public on the UNT System webpage, with the justification for the procurement method.

See [No-Bid Contract Awards](#) on the UNT System Business Support Services webpage for a list of all contracts awarded in excess of the formal bid limit, which is currently \$25,000, that did not go through the standard bid process. The public is able to access this webpage without the need for a login or password.

### Exceptions for No Bid Contracts

Departments are reminded that currently all contracts for \$25,000 or more must be open to formal competitive bidding unless an exception is recommended by a Vice Chancellor or Vice President **and** granted by Procurement Services. Exceptions must be requested in writing and may be granted for a proprietary or sole source purchase for such items as types of equipment manufactured by a single vendor. Departments should make sure to use proper forms and obtain proper authorization when procuring goods and services, including using the [Proprietary/Sole Source Purchase Justification Form](#) when requesting an exception to the competitive bid process.