

# POLICY

**Effective Date:** March 20, 2015

**Revision Date:** April 1, 2022

**Approved by:** Exec. Vice President Finance & Administration/CFO  
& Chief Procurement Officer

**Authority:** [LAC 34:XIII.501](#)

**See Also:**

[PRO-U501.A.01](#) (*Invitation to Bid*)

[PRO-U501.B.02](#) (*Request for Response*)

[PRO-U501.A.03](#) (*Request for Quote*)

[PRO-U501.B.01](#) (*Sole Source Procurements*)

5. *Formal* - Process of soliciting written, sealed bids from multiple suppliers. Formal competition requires that the solicitation be publicly advertised, and sealed bid responses are due on a specified date at a specified time at which time an official bid opening will be held. Once reviewed and evaluated through a process managed by Procurement Services with participation from the University Department, a notice of intent to award or purchase order is issued. Formal solicitations require specifications development and/or evaluation criteria. The award may result in complex supplier negotiations, based upon price, non-price factors, as well as other terms and conditions. Request for Proposals (RFP); Solicitation for Offers (SFO); Request for Quote and Qualifications (RFQQ) may be used as deemed appropriate by the Chief Procurement Officer. (See also - PRO-U501.A.01 *Invitation to Bid*) 50fi0 (a)4 fx (a)4 fx /an-1 ( ot)-2



**4. Sole Source Procurement**

Purchases \$10,000.01 or greater