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## **PREPARE TO PROCURE INCREASE IN COMPETITIVE BID THRESHOLD**

Effective July 1, 2019, the university's requirement for solicitation of competitive quotes/bids/proposals will increase from \$5,000 to \$10,000. Adoption of the higher threshold is intended to improve efficiency for RIT departments and is aligned with the Federal Uniform Guidance as revised in 2018 and our peer institutions.

Detailed information about RIT's competitive procurement policy and procedures is available here: <https://www.rit.edu/fa/procurement/content/competitive-procurement-policy-and-procedure>

Reminder: According to policy 2.4 "Unauthorized Purchases", a purchase order must be in place prior to services being performed or goods being received.

[https://www.rit.edu/fa/procurement/sites/rit.edu/fa/procurement/files/forms/Procurement\\_Services\\_Manual.pdf](https://www.rit.edu/fa/procurement/sites/rit.edu/fa/procurement/files/forms/Procurement_Services_Manual.pdf)

If you have any questions about the new competitive bid threshold, or if you need assistance when creating a requisition, please contact Sherry Lupo, Sr. Procurement Specialist, at 475-2107 ([salpur@rit.edu](mailto:salpur@rit.edu)).