



Rochester Institute of Technology – Competitive Bid Requirements Summary Requirements for Goods & Services

Contract Value or PO Amount	Quote/ Bid		Group Purchasing Organizations & NY State OGS Contracts		Single/ Sole Source Justification Form Required ⁴		Conflict of Interest Review
LESS THAN \$10,000	One (1)		One (1)		N/A		No
\$10,000 - \$249,999	Three (3) ²	OR	One (1) ^{2&3}	OR	One (1)	&	No
\$250,000 – \$749,999 ¹	Three (3) ²		One (1) ^{2&3}		One (1)		No
MORE THAN \$750,000 ¹	Three (3) ²		One (1) ^{2&3}		One (1)		Yes ⁵

¹ Federal bid must be published and made visible to the public. Consult with PSO to update this information on the PSO website	⁴ Single/ Source Justification Form
² Quote/ Bid Notes: <ul style="list-style-type: none"> Services – Client provides Statement of Work (SOW) Goods – Client provides specifications The Price Summary Form is required for purchases over \$10,000 when the low cost is not selected. 	⁵ Conflict of Interest Review: <ul style="list-style-type: none"> Potential conflicts must be reviewed by PSO, and if applicable, approved by the Conflict of Interest.
³ If your quote is from a GPO or the NY State OGS: <ul style="list-style-type: none"> Verify with PSO that supplier’s contract meets bidding requirements. GPO contract number must be shown on the quote 	

***Note: For all transactions that require Bids, the department is encouraged to consult with Procurement Services once an RFQ/RFP has been drafted. PSO will work with the department to ensure the process is completed in accordance with university policy and applicable Federal guidance and regulations.**