



How to do Business at the U of U:

Take note of bidding thresholds and processes:

- **<\$5,000.00** – competitive bids not required – vendors may work directly with departments
- **>\$5,000.00** - competitive bids required - 3 or more bids solicited by Purchasing Department
 - Quotes (Request for Quotes)
 - **<\$50,000**; the buyer obtains fax or phone bids - 1-7 days
 - Bids (Invitation for Bids)
 - **>\$50,000**; will be posted to www.bidsync.com - 7-25 days
- Request for Proposals – Selection criteria in addition to price
- Multi-stage Bid – Prequalification before pricing stage

See <http://fbs.admin.utah.edu/purchasing/> for currently posted bids