

EXCEPTIONS TO THE NEED FOR COMPETITIVE BIDDING

(These purchases still require a requisition to be submitted through Workday.)

- **Purchases not exceeding \$10,000 per single transaction**

No competitive process is required for purchases not exceeding ten thousand dollars (\$10,000) per single transaction.

- **Purchases exceeding \$10,000 but not exceeding \$30,000**

When the price is determined to be reasonable, the requirement to solicit competitive quotations may be waived when purchasing from a certified small entrepreneurship or a certified veteran-owned small entrepreneurship. Reasonable is a best-value determination based on price, delivery, service, and/or any other related factors. This determination is to be maintained in the file. Contact the Purchasing Department for a list of certified small entrepreneurship or certified veteran-owned small entrepreneurship suppliers.

- **Purchases of software up to \$150,000.**

Information technology equipment, software, and maintenance services up to \$150,000 do not require competitive biddings. For IT equipment, software, and maintenance over \$150,000, contact the Purchasing Department. Any written agreement or contract must be signed by an individual in the Purchasing Department with authority to sign University contracts.

NOTE: Refer to Executive Order JBE 2020-21 (copy attached) for exceptions to competitive bidding, particularly Sections 3 and 5A.

Advertising exceeding \$10,000, per Section 5A 23 – The Director of Marketing at UNO must certify the specific media is required to reach targeted audiences. Contact the Purchasing Department for assistance regarding this requirement.