

## Between \$5,000 and \$49,999

### Requiring Simplified Bid Process if Established Contract is not available.

**POLICY.** The Simplified Bid process must be used when the estimated cost of the service or supply to be purchased is between \$5,000 and \$49,999. Price quotes should be requested from three or more viable vendors who are normally expected to carry or provide the supply, service, or equipment.

Mandatory State Contracts, when applicable, **MUST** be used unless prior approval is obtained through Purchasing. Departments **MAY** use the State, UW-Madison, and UW System non-mandatory contracts as well for convenience and savings.

When the cost of a transaction has the possibility to reach or exceed \$50,000, official sealed bids may be required and must be processed by the Purchasing Department.

**CAUTIONS.** All UWSP personnel involved in soliciting bids are responsible for compliance with the laws and regulations related to this activity.

Purchasing staff, or [staff authorized by purchasing](#)\*, are the only campus contacts who should be talking to bidders.

Confidentiality of bids. UW personnel must not to give one supplier an advantage over another by sharing one supplier's prices, terms, or other bid information

Only information needed to clarify a specification may be given out to all contacts.

**Remember, competitive bids are confidential until the purchase order is issued.**

\*If you would like to become authorized to perform [simplified bidding](#), please contact Purchasing Manager to set up a training time. Further information will be given at training.