

2.101 Source Selection Methods

I. Selection Methods

Unless exempt by administrative procedure, all purchases utilizing public funds, irrespective of their source, shall be made in accordance with one of the following source selection methods:

- A. **Request for Quotation (RFQ)** – A means of procurement where multiple quotes are obtained from various vendors and the responsible vendor providing the lowest quote is selected. Refer to [Policy 2.103 Request for Quotation](#).
- B. **Request for Proposal (RFP)** – A means of source selection where the selection of a vendor is made based on the best suited proposal rather than price alone. Usually reserved for highly technical or complex services. Refer to [Policy 2.104 Request for Proposal](#).
- C. **Invitation for Bid (IFB) (For the Procurement of Construction)**– A procurement method used to obtain construction services. Otherwise known as competitive bidding, an IFB is awarded solely on price. Refer to [Policy 2.105 Invitation for Bid \(For the Procurement of Construction\)](#), and [Policy 2.209 Construction Contracts](#).
- D. **Sole Source Purchase** – A procurement method used when only one (1) product or service has unique features, characteristics, or capabilities that can meet the project's specific need, and the product/service is only available from a single source. Refer to [Policy 2.106 Sole Source Purchase](#).
- E. **Emergency Purchase** – A procurement method used when a compelling urgency or need exists to procure a good or service quickly and efficiently. Refer to [Policy 2.108 Emergency Purchase](#).

Refer to the appropriate section above to determine the best method of procurement given the circumstances. For a list of purchases that have been deemed exempt from the source selection methods described above, please refer to [Policy 2.107 Exempt Purchase](#).

For IFBs (solicitation of construction services) and RFPs solicited via SuperQUOTE, RCUH policies must be followed including the use of all RCUH template documents (i.e., RCUH template RFP, IFB, and contract terms and conditions).

Purchases must be made from responsible vendors possessing the ability to successfully perform services or deliver goods under the terms and conditions governing the purchase. Consideration should be given to vendor integrity, compliance with public policy, record of past performance, and financial and technical resources.

Contractors that assist in developing or drafting specifications, requirements, or statements of work for a solicitation must be excluded from competing in the solicitation.

Projects are encouraged to use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

II. Open and Free Competition

Unreasonable restrictions shall not be placed on competition. Some of the situations considered to be restrictive of competition include but are not limited to:

- A. Placing unreasonable requirements on firms in order for them to qualify to do business;
- B. Requiring unnecessary experience and excessive bonding;
- C. Noncompetitive pricing practices between firms or between affiliated companies;
- D. Noncompetitive contracts to consultants that are on retainer contracts;
- E. Organizational conflicts of interest;
- F. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- G. Any arbitrary action in the procurement process.

III. Small/Minority/Women’s Businesses

In accordance with [2 C.F.R. § 200.321](#), it is highly encouraged that small and minority businesses and women’s business enterprises, as defined, shall be contracted with whenever possible. Steps such as placing qualified small and minority and women’s businesses on solicitation lists and proactively soliciting such firms are highly encouraged. In addition, dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises, is encouraged when reasonably feasible.

IV. Responsibilities

A. Principal Investigator

Ensure each procurement is made to encourage open and free competition whenever feasible and in accordance with applicable policies and procedures.

B. Fiscal Administrator

Work with Principal Investigator and project staff to ensure that each procurement is made in accordance with the policies referenced above.

V. Relevant Documents

[Policy 2.103 Request for Quotation](#)

[Policy 2.104 Request for Proposal](#)

[Policy 2.105 Invitation for Bid \(For the Procurement of Construction\)](#)

[Policy 2.106 Sole Source Purchase](#)

[Policy 2.107 Exempt Purchase](#)

[Policy 2.108 Emergency Purchase](#)

[Policy 2.209 Construction Contracts](#)

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