



University of Connecticut Health Center

POLICY NUMBER 2007-10

September 27, 2007

POLICY: Purchasing C-1: Bidding Policy

PURPOSE:

This policy establishes guidelines for handling purchases through the bidding process

SCOPE:

All University of Connecticut Health Center (UCHC) faculty and staff.

POLICY STATEMENT:

The purchase of materials, equipment and contractual services shall be subject to competitive bidding or competitive negotiation in accordance with Connecticut General Statutes (CGS), Chapter 185b, Constituent Units, Sections [10a-151a](#) and [10a-151b](#) and Section [10a-109a-y](#). The Director of Purchasing and Supply Chain Services shall determine the bidding procedure in the best interest of UCHC. Departments shall contact Purchasing for advice and counsel on bidding procedures.

[Hyperlink to Purchasing Web Page](#)

Definitions:

1. Attachments - contracts, renewal notices or agreements
2. Bid means an offer or proposal, submitted in response to an invitation to bid, to furnish supplies, materials, equipment, construction or contractual services to the state under certain prescribed conditions at a stated price.
3. Bidder means a person, firm or corporation submitting a competitive bid in response to a solicitation.
4. Bid Types
 - a. **Formal Bids** – Competitive sealed bids valued at **\$50,000 and greater**, based whenever possible on a minimum of three (3) competitive bids, except for negotiated, non-competitive (sole source) or an emergency purchase. Formal Bids include *Request for Proposal (RFP)*, *Invitation to Bid*, and *Request for Information (RFI)*. Formal Bids are solicited by public notice in two (2) state newspapers and posted on both UCHC and State websites at least five calendar days before the final date for bid submission.

- b. Informal Bids** – Competitive bids valued at **\$50,000 or less**, based whenever possible on a minimum of three (3) competitive bids, except for negotiated, non-competitive (sole source) or an emergency purchase and do not require public advertising. Competitive bidding or competitive negotiation is not required in the case of minor purchases valued at **\$10,000 or less** or in the case of emergency purchases. Informal Bids include *Request for Quotation, Invitation to Bid and Oral Requests*.
5. Business Owner - Person or department submitting Purchase Requisition.
 6. Business Solution – Method or process for solving a problem.
 7. Competitive Bid – A bid submission of prices by persons, firms or corporations competing for a contract to provide supplies, materials, equipment, or contractual services, under a procedure in which the contract authority does not negotiate prices.
 8. Competitive Negotiation – A procedure for contracting supplies, materials, equipment or contractual services, in which (A) proposals are solicited from qualified suppliers by a Request for Proposal, and (B) changes may be negotiated in proposals and prices after being submitted.
 9. Consultant - (1) any architect, professional engineer, landscape architect, land surveyor, accountant, interior designer, environmental professional or construction administrator, who is registered or licensed to practice such person's profession in accordance with the applicable provisions of the general statutes, or (2) any planner or any environmental, management or financial specialist, or (3) any person who performs professional work in areas including but not limited to, educational services, medical services, information technology, and real estate appraisal.
 10. Consultant Services include those professional services rendered by, but not limited to, architects, professional engineers, landscape architects, land surveyors, accountants, interior designers, environmental professionals, construction administrators, planners or environmental, management or financial specialists, as well as incidental services that members of these professions and those in their employ are authorized to perform.
 11. Contract - A written agreement, enforceable by law, between two or more parties establishing the terms of a sale or exchange of goods or services fixing obligations each promise to carry out.
 12. Contractor – Any person or business entity who is awarded, or participating as a sub-contractor under, a contract or an amendment to a contract with the state including, but not limited to, a small contractor, minority business enterprise, organization providing products and services by persons with disabilities, as described in Section [17b-656](#) of the General Statutes, and an individual with a disability as defined in Section [4a-60g](#) of the General Statutes.
 13. Contractual Services – Any and all services provided by persons other than state employees.
 14. Lowest Responsible Qualified Bidder/Proposer – A person, firm or contractor whose bid meets the requirements and evaluation criteria set forth in the invitation for bids or request for proposal.
 15. Proposer - A person, firm or corporation submitting a proposal in response to a request for proposal.

16. Request for Information (RFI) – A request to research the marketplace to gain data for specific technology, equipment, goods or services.
17. Requirements – Description of the business need for which a business solution is sought.
18. Small Business Set Aside Bid – A bid which incorporates the provisions of CGS [Chapter 58, Sec. 4a-60g.](#) of the General State Statutes of Connecticut.
19. Specifications – Clear and accurate technical descriptions of all requirements. The specifications may not contain features which unduly restrict competition.

Responsibilities:

1. **Director of Purchasing** is responsible for ensuring compliance to the policy.
2. **Assistant Director of Purchasing** is responsible for reviewing all Purchase Requisitions and assigning them to the appropriate Purchasing Services Officer.
3. **Purchasing Services Officer (PSO)** is responsible for reviewing Purchase Requisitions, obtaining: specifications; determining vendors and issuing any POs. If necessary, ensure bids are advertised and posted on both UCHC and State web sites.
4. **Contract Specialist (CS)** is responsible for reviewing bids and contracts/ agreements assuring they meet all State requirements and issuing any Contract Awards.
5. **Business Owner (BO)** is responsible for providing the Purchasing Dept. with an authorized Purchase Requisition and all specifications including any drawings/blueprints etc.
6. **Vendor, Bidder and Proposer** is responsible to comply with bid specifications.

Procedures:

1. The Business Owner shall issue a Purchase Requisition. Upon financial approval, the bidding process will be scheduled. In the event an RFP is necessary, please contact Purchasing for guidance on the RFP process prior to the issuance of a Purchase Requisition. A Contract Specialist will be assigned to lead the RFP process.
2. Request for Information (RFI) are formal requests for information should be used as an initial step to gain an understanding of a specific technology, equipment, goods or service and its market place. This may be followed up by the RFP process.
3. Bid Type:
 - a. *Request for Proposal (RFP)* - Seeks competitive proposals and is a “Competitive Negotiated Bid.” An RFP is evaluated based on a multiple criteria with price being only one of the determining factors. Other factors include, but are not limited to, skill, ability, quality of product or service, warranty, life-cycle cost, past performance, financial responsibility and other objective criteria that are established in the bid solicitation. Public advertising and internet posting is required.

- b. *Invitation to Bid* – Seeks bids for a specific technology, equipment, goods or services. It is a “Competitive Bid.” and public advertising and internet posting is may or may not be required depending upon the estimated cost.
- c. *Request for Quotation* – Seeks pricing from one or multiple vendors for the purchase of goods and services which can be simply specified and may be used for non-competitive or competitive purchases. Public advertising and internet posting is not required.
- d. *Oral Requests* – Solicitation of pricing obtained by telephone.

Robert W. Murphy (signed)

10/9/07

Director of Purchasing

Date

Peter Deckers, M.D. (signed)

10/12/07

Executive Vice President for Health Affairs

Date

NEW POLICY: September 25, 2007