

Supplies, Material, Equipment (not construction related)

VALUE	METHODS FOR VENDOR SELECTION
\$10,000.00 or less and below campus's level for requiring quotations	<ul style="list-style-type: none"> • Quotations (prefer 2 or more) (Procedure 5.14.5, Part 4) <li style="text-align: center;">or • Open market (Procedure 5.14.5, Part 4)
\$10,000.00 or less and above campus's level for requiring quotations	<ul style="list-style-type: none"> • 2 or more written quotations (Procedure 5.14.5, Part 4) • Note: signed quote must follow any phone quote (Procedure 5.14.5, Part 4)
\$10,000.01 - \$25,000.00	<ul style="list-style-type: none"> • Sealed bids (RFB) (Procedure 5.14.5, Part 4) <li style="text-align: center;">or • 2 or more quotations (Procedure 5.14.5, Part 4) • Note: signed quote must follow any phone quote (Procedure 5.14.5, Part 4)
\$25,000.01 - \$100,000.00	<ul style="list-style-type: none"> • Sealed bids (RFB) (Procedure 5.14.5, Part 4) • Note: Vice Chancellor-CFO approval required for purchases over \$50,000 if campus does not have authority up to \$100,000 (Procedure 5.14.5, Part 4)
\$100,000.01 - \$2,000,000.00	<ul style="list-style-type: none"> • Sealed bids (RFB) (Procedure 5.14.5, Part 4) • Note: Vice Chancellor-CFO approval required (Procedure 5.14.5, Parts 2, and 4) • Note: Ensure compliance with human rights laws (Procedure 5.14.5, Part 4, subp. E)
\$2,000,000.01 or greater	<ul style="list-style-type: none"> • Sealed bids (RFB) (Procedure 5.14.5, Part 4) • Note: Board of Trustees approval required (Policy 5.14, Part 3) • Note: Ensure compliance with human rights laws (Procedure 5.14.5, Part 4, subp. E)

Computer Equipment to Connect Campus to Sites Outside College or University

VALUE	METHODS FOR VENDOR SELECTION
\$10,000.00 or less and below campus's level for requiring quotations	<ul style="list-style-type: none"> • Quotations (prefer 2 or more) (Procedure 5.14.5, Parts 4 and 9) <li style="text-align: center;">or • Open market (Procedure 5.14.5, Parts 4 and 9)
\$10,000.00 or less and above campus's level for requiring quotations	<ul style="list-style-type: none"> • 2 or more written quotations (Procedure 5.14.5, Parts 4 and 9) • Note: signed quote must follow any phone quote (Procedure 5.14.5, Part 4)
\$10,000.01 - \$25,000.00	<ul style="list-style-type: none"> • Sealed bids (RFB) (Procedure 5.14.5, Parts 4 and 9) <li style="text-align: center;">or • 2 or more quotations (Procedure 5.14.5, Parts 4 and 9) • Note: phone quotes must be followed with signed quote (Procedure 5.14.5, Part 4)
\$25,000.01 - \$100,000.00	<ul style="list-style-type: none"> • Sealed bids (RFB) (Procedure 5.14.5, Parts 4 and 9) • Note: Vice Chancellor-CFO approval required for purchases over \$50,000 if campus does not have authority up to \$100,000 (Procedure 5.14.5, Part 4)
\$100,000.01 - \$250,000.00	<ul style="list-style-type: none"> • Sealed bids (RFB) (Procedure 5.14.5, Parts 4 and 9) • Note: Vice-Chancellor-CFO approval required (Procedure 5.14.5, Part 4) • Note: Ensure compliance with human rights laws (Procedure 5.14.5, Part 4, subp. E)
\$250,000.01 - \$2,000,000.00	<ul style="list-style-type: none"> • Sealed bids (RFB) (Procedure 5.14.5, Parts 4 and 9) • Note: Vice Chancellor-CFO approval required (Procedure 5.14.5, Part 4) • Note: Information Policy Office approval required (Procedure 5.14.5, Part 9) • Note: Ensure compliance with human rights laws (Procedure 5.14.5, Part 4, subp. E)
\$2,000,000.01 or greater	<ul style="list-style-type: none"> • Sealed bids (RFB) (Procedure 5.14.5, Part 4) • Note: Board of Trustees approval required (Policy 5.14, Part 3) • Note: Ensure compliance with human rights laws (Procedure 5.14.5, Part 4, subp. E)

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Rental of Equipment
(not construction related)

VALUE	METHODS FOR VENDOR SELECTION
\$60,000.00 or less	<ul style="list-style-type: none"> • Direct negotiation by obtaining 2 or more written quotations when possible (Procedure 5.14.5, Part 8) • Note: Vice Chancellor-CFO approval required for purchases over \$50,000 if campus does not have authority up to \$100,000 (Procedure 5.14.5, Part 4)
\$60,000.01 - \$100,000.00	<ul style="list-style-type: none"> • Sealed bids (RFB) (Procedure 5.14.5, Parts 4 and 8) • Note: Vice Chancellor-CFO approval required for purchases over \$50,000 if campus does not have authority up to \$100,000 (Procedure 5.14.5, Part 4)
\$100,000.01 - \$2,000,000.00	<ul style="list-style-type: none"> • Sealed bids (RFB) (Procedure 5.14.5, Part 4) • Note: Vice Chancellor-CFO approval required (Procedure 5.14.5, Part 4) • Note: Ensure compliance with human rights laws (Procedure 5.14.5, Part 4, subp. E)
\$2,000,000.01 or greater	<ul style="list-style-type: none"> • Sealed bids (RFB) (Procedure 5.14.5, Part 4) • Note: Board of Trustees approval required (Policy 5.14, Part 3) • Note: Ensure compliance with human rights laws (Procedure 5.14.5, Part 4, subp. E)

Professional/Technical Services

VALUE	METHODS FOR VENDOR SELECTION
\$50,000.00 or less	<ul style="list-style-type: none"> • Open market or direct negotiations (Procedure 5.14.2, Part 6) • Note: Vice Chancellor-CFO approval required for purchases over \$15,000 if campus does not have authority up to \$50,000 (Procedure 5.14.2, Part 2)
\$50,000.01 - \$100,000.00	<ul style="list-style-type: none"> • Request for Proposals (RFP) (Procedure 5.14.2, Part 6) • Note: Vice-Chancellor-CFO approval required (Procedure 5.14.2, Part 2)
\$100,000.01 - \$2,000,000.00	<ul style="list-style-type: none"> • Request for Proposals (RFP) (Procedure 5.14.2, Part 6) • Note: Vice Chancellor-CFO approval required (Procedure 5.14.2, Part 2) • Note: Ensure compliance with human rights laws (Procedure 5.14.2, Part 7)
\$2,000,000.01 or greater	<ul style="list-style-type: none"> • Request for Proposals (RFP) (Procedure 5.14.2, Part 6) • Note: Board of Trustees approval required (Policy 5.14, Part 3) • Note: Ensure compliance with human rights laws (Procedure 5.14.2, Part 7)

Service Contracts -- Recommendations

(cleaning, snowplowing, landscaping, other services; not professional/technical services; not construction, repair, maintenance)

VALUE	METHODS FOR VENDOR SELECTION
\$10,000.00 or less and below campus's level for requiring quotations	<ul style="list-style-type: none"> • Quotations (prefer 2 or more) (<i>Procedure forthcoming</i>) <li style="text-align: center;">or • Open market (<i>Procedure forthcoming</i>)
\$10,000.00 or less and above campus's level for requiring quotations	<ul style="list-style-type: none"> • 2 or more written quotations (<i>Procedure forthcoming</i>) • Note: signed quote must follow any phone quote (<i>Procedure forthcoming</i>)
\$10,000.01 - \$25,000.00	<ul style="list-style-type: none"> • Sealed bids (RFB) (<i>Procedure forthcoming</i>) <li style="text-align: center;">or • 2 or more quotations (<i>Procedure forthcoming</i>) • Note: signed quote must follow any phone quote (<i>Procedure forthcoming</i>)
\$25,000.01 - \$100,000.00	<ul style="list-style-type: none"> • Sealed bids (RFB) (<i>Procedure forthcoming</i>) • Note: Vice Chancellor-CFO approval required for purchases over \$50,000 if campus does not have authority up to \$100,000 (<i>Procedure forthcoming</i>) • Note: Ensure compliance with human rights laws (Procedure 5.14.5, Part 4, subp. E)
\$100,000.01 - \$2,000,000.00	<ul style="list-style-type: none"> • Sealed bids (RFB) (<i>Procedure forthcoming</i>) • Note: Vice Chancellor-CFO approval required (<i>Procedure forthcoming</i>) • Note: Ensure compliance with human rights laws (Procedure 5.14.5, Part 4, subp. E)
\$2,000,000.01 or greater	<ul style="list-style-type: none"> • Sealed bids (RFB) (<i>Procedure forthcoming</i>) • Note: Board of Trustees approval required (Policy 5.14, Part 3) • Note: Ensure compliance with human rights laws (Procedure 5.14.5, Part 4, subp. E)

Construction Contracts

(construction, repair, maintenance, remodeling; does not include professional/technical services related to construction)

VALUE	METHODS FOR VENDOR SELECTION
\$2,499.99 or less	<ul style="list-style-type: none"> • Quotations (prefer 2 or more) (Procedure 6.5.5, Part 5) or • Open market (Procedure 6.5.5, Part 5) • Note: make every effort to purchase from targeted group businesses (TGB) (Procedure 6.5.5, Part 10)
\$2,500.00 - 10,000.00	<ul style="list-style-type: none"> • Quotations (prefer 2 or more) (Procedure 6.5.5, Part 5) or • Open market (Procedure 6.5.5, Part 5) • Note: require prevailing wage if only one trade/occupation (Minn. Stat. § 177.43) • Note: make every effort to purchase from targeted group businesses (TGB) (Procedure 6.5.5, Part 10)
\$10,000.01 - \$25,000.00	<ul style="list-style-type: none"> • Sealed bids (RFB) (Procedure 6.5.5, Part 5) or • 2 or more written quotations when possible (Procedure 6.5.5, Part 5) • Note: signed quote must follow any phone quote (Procedure 6.5.5, Part 5) • Note: require prevailing wage if only one trade/occupation (Minn. Stat. § 177.43) • Note: make every effort to purchase from TGB (Procedure 6.5.5, Part 10)
\$25,000.01 - \$50,000.00	<ul style="list-style-type: none"> • Sealed bids (RFB) (Procedure 6.5.5, Part 5) or • 2 or more written quotations when possible (Procedure 6.5.5, Part 5) • Note: signed quote must follow any phone quote (Procedure 6.5.5, Part 5) • Note: require prevailing wage (Minn. Stat. § 177.43) • Note: make every effort to purchase from TGB (Procedure 6.5.5, Part 10)

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Construction Contracts, continued

\$50,000.01 – 100,000.00	<ul style="list-style-type: none"> • Sealed bids (RFB) (Procedure 6.5.5, Parts 5 and 8) • Note: include bidding instructions regarding TGB (Procedure 6.5.5, Part 10) • Note: bid bond required (Procedure 6.5.5, Part 11) • Note: May require Office of the Chancellor (OOC) to notify legislature (Procedure 6.5.5, Part 3)
100,000.01 – 250,000.00	<ul style="list-style-type: none"> • Sealed bids (RFB) (Procedure 6.5.5, Parts 5 and 8) • Note: include bidding instructions regarding TGB (Procedure 6.5.5, Part 10) • Note: bid bond required (Procedure 6.5.5, Part 11) • Note: require prevailing wage (Minn. Stat. § 177.43) • Note: Ensure compliance with human rights laws (Procedure 6.5.5, Part 11) • Note: May require OOC to notify legislature (Procedure 6.5.5, Part 3)
\$250,000.01 or greater	<ul style="list-style-type: none"> • Sealed bids (RFB) (Procedure 6.5.5, Parts 5 and 8) • Note: Vice-Chancellor-CFO approval required (Procedure 6.5.5, Part 2) • Note: bid bond required (Procedure 6.5.5, Part 11) • Note: require prevailing wage (Minn. Stat. § 177.43) • Note: Ensure compliance with human rights laws (Procedure 6.5.5, Part 11) • Note: May require OOC to notify legislature (Procedure 6.5.5, Part 3)