Purchasing Guidelines

Less Than $5,000
- May be purchased with a minimum of competition in general. Attach all quotes and responses to a UVa Marketplace Order.
- Purchase must be awarded to the lowest responsive and responsible quoting vendor capable of meeting all requirements.

Less Than $50,000
- Must solicit a minimum of three quotes in writing from vendors. Attach all quotes and responses to a UVa Marketplace Order.

Greater Than $50,000
- Must solicit quote(s) from Designated Contract Vendor(s). Attach all quotes and responses to a UVa Marketplace Order.
- Procurement and Requesting Department conduct competitive negotiations for desired Goods/Services via Request for Proposal (“RFP”).
- Written justification required. Attach Sole Source Justification Form to a non-catalog UVa Marketplace Order.

Sole Source
- Utilized when only one product/service will meet the essential requirements and only one vendor can provide the requested product/service.
- Written justification required. Describe nature of emergency in detail and attach documentation to a non-catalog UVa Marketplace Order.

Emergency
- Purchase required to protect life and/or property, prevent substantial economic loss, or prevent interruption of service.
- Written justification required. Describe nature of emergency in detail and attach documentation to a non-catalog UVa Marketplace Order.

The RFP process may culminate in the issuance of a Purchase Order and/or Agreement (“Contract”). Price may be considered but need not be the sole determining factor for this type of award.

Procurement verifies validity of request, uses competition where possible, engages vendors in non-competitive negotiations, conducts market survey and reference checks, and grants exceptions to competition requirements if circumstances warrant.