

SECTION 7: ACQUISITION PROCEDURES

SUBJECT: INFORMAL COMPETITIVE PROCESS PROCEDURE 7.3.5

POLICY: It is the policy of the University of Washington Procurement Services, hereafter referred to as Purchasing or agency, to comply with all informal competitive procurement process requirements mandated by the State of Washington when conducting its informal competitive procurements, specifically [Chapter 39.26 RCW](#) and the relevant portions of [Title 200 WAC](#).

PROCEDURES:

1. Informal Competitive Process Threshold

The informal competitive process is mandatory for all procurements that exceed the informal competition threshold, but which do not exceed the formal competition threshold. Both thresholds are contained in [RCW 28B.10.029\(c\)\(iii\)](#) (see [Procedure 2.1](#)). [Chapter 39.26 RCW](#) sets forth the minimum requirements to be followed for informal competitive procurements.

2. Statutory Requirements for Informal Solicitations ([RCW 28B.10.029\(c\)\(iii\)](#))

- a. Quotations must be secured from at least three vendors to assure establishment of a competitive price
 - i. Quotations may be written, by telephone, electronic or any combination thereof¹
- b. The University must include in the solicitation process at least one minority-owned and one woman-owned business certified by the Office of Minority and Women Owned Business (OMWBE).
 - i. In order to fulfill this requirement, the University must contact one minority-owned and woman-owned business as part of the solicitation process
 - ii. The minority-owned and woman-owned businesses do not need to actually submit quotes to satisfy this requirement
 - iii. The solicitation of quotes from minority-owned and woman-owned businesses as part of an informal solicitation should be adequately documented to provide evidence of compliance with this requirement
- c. A record of competition for purchases above the informal competitive threshold but below the formal competitive threshold must be documented for audit purposes.
- d. Purchases below the formal competitive threshold may be completed in accordance with Policy 7.3.7 Formal Competitive Process if, in the buyer's discretion, the formal competitive process would be the most appropriate way to conduct the solicitation.

¹ Quotations and vendor information, including qualifications and references, must be in English to be appropriately evaluated. If a proposal is not in English, the department is responsible for appropriately translating the proposal.

3. Informal Competitive Process Outline

Verbal Solicitation	Written Solicitation
<p><u>Specification:</u> Campus client will send Procurement Services specifications regarding desired product or service need. The buyer will review those specifications to ensure that the client’s needs are met without unnecessarily restricting competition and incorporate those specifications into the materials for a verbal solicitation. The buyer will also ensure that any special terms and conditions, such as unique insurance requirements, and federal flowdown clauses and requirements are incorporated into the solicitation materials.</p>	<p><u>Specification:</u> Campus client will send Procurement Services specifications regarding desired product or service need. The buyer will review those specifications to ensure that the client’s needs are met without unnecessarily restricting competition and incorporate those specifications into the written solicitation document, such as the Request for Quote (RFQ), Invitation to Bid (ITB), Request for Proposal (RFP), etc. The buyer will also ensure that any special terms and conditions, such as unique insurance requirements, and federal flowdown clauses and requirements are incorporated into the solicitation materials.</p>
<p><u>Solicitation for quotation:</u> Once all of the necessary information has been compiled, the buyer will solicit a quote from multiple suppliers, ensuring that all statutory requirements are met. All of the suppliers must receive the same information regarding the informal solicitation for a quote and a submission date and time. The following items should be covered in the verbal solicitation:</p> <ul style="list-style-type: none"> ● Suppliers’ contact information ● Specifications of the items quoted ● Price and discounts ● Shipping terms – University of Washington preferred shipping terms are FOB destination ● Shipment method ● Delivery date ● Payment Terms – The University of Washington standard payment term is net 30 upon the reception of the correct invoice ● Payment discount – determine if discounts are available for prompt invoice payment 	<p><u>Solicitation for quotation:</u> Once the written solicitation contains all necessary elements the buyer will solicit a quote from multiple suppliers, ensuring that all statutory requirements are met. All of the suppliers must receive the same written solicitation document and, if applicable, subsequent amendments to the solicitation. The buyer must also include a procurement schedule, if any, and a proposal submission time and date.</p>

<p><u>Receiving the quote:</u> The supplier will typically provide the required information and answer any buyer questions as part of the quotation, however the suppliers may also be permitted to formulate a more comprehensive response to any questions or provide additional information at a later time if the opportunity to do so is provided to all suppliers and the time provided does not exceed the submission date and time.</p> <p>Any information received from the supplier related to the quote shall not be disclosed or made public until the time and date for submission of quotes has passed.</p>	<p><u>Receiving the quote:</u> The Buyer will receive all proposals on or before the time and date communicated in the solicitation document or its amendments. Proposals submitted past the communicated time and date may not be considered.</p> <p>Any information received from the supplier related to the quote shall not be disclosed or made public until the time and date for submission of quotes has passed.</p>
<p><u>Evaluation:</u> Once all quotations are received by the buyer, they will be evaluated for the factors (price, service levels, references, etc.), communicated by the client and in the solicitation. When evaluating, each proposal shall be evaluated by the same criteria, so to ensure equal opportunity and unrestricted competition.</p>	<p><u>Evaluation:</u> Once all quotations are received by the buyer, they will be evaluated for the factors (price, service levels, references, etc.), communicated by the client and in the solicitation. When evaluating, each proposal shall be evaluated by the same criteria, so to ensure equal opportunity and unrestricted competition.</p>
<p><u>Award:</u> Upon determination of the winning bidder, the buyer shall notify the winning party via email and/or purchase order.</p>	<p><u>Award:</u> Upon determination of the winning bidder, the buyer shall notify the winning party via email and/or purchase order/contract.</p>

4. Documentation Requirements

The following documentation should be in the purchase order file:

- Suppliers contacted
- Copy of solicitation
- Suppliers responding
- Recap of responses received
 - Supplier – classification (minority/women owned, eetc)
 - Pricing – exclude tax and factor any prompt payment discounts
- Basis for award – over all low, or split between suppliers
- Copy of the Purchase Order
- Other documents that the buyer deems important to acquisition

The file is ready to be filed.