

SECTION 2: PURCHASING AUTHORITIES AND CODE OF CONDUCT

SUBJECT: PROCUREMENT LIMITATIONS PROCEDURE 2.1

POLICY: The following thresholds determine when various procurement steps and procedures must be completed and/or followed. Before entering into a contract above any of the dollar amounts specified below, ensure that all steps have been completed

PROCEDURE:

STATE OF WASHINGTON PURCHASING DOLLAR THRESHOLDS: RCW [28B.10.029](#)¹

\$10,000: Purchases under the direct buy limit of \$10,000 do not require competition or justification for vendor selection.

\$10,000-100,000: Purchases larger than \$10,000 but less than \$100,000 require informal competition or a sole source justification. Informal competition requires that quotations must be secured from at least three vendors and one quotation each must be sought from a certified minority and a certified woman-owned vendor that otherwise qualifies to complete the contract.

\$100,000: Purchases larger than \$100,000 require formal competition or a sole source justification. Formal competition requires sealed, electronic or web-based competitive bidding

PRICE VERIFICATION THRESHOLDS FOR NON-COMPETITIVE PROCUREMENTS

Purchases with Federal Grant Funds: Perform, document and include in the procurement file some form of cost or price analysis.² Acceptable forms of price analysis include comparing quotations, comparing prices to market prices and similar indicia. Cost analysis requires the review and evaluations of all cost elements to determine whether the cost is appropriate. Price analysis should be performed where possible; where impossible, perform cost analysis.

\$10,000: Price Warranty Checklist or Var. 1304 or access to price for Sole Source purchase. If price analysis is not possible, perform cost analysis in accordance with Policy 7.4.2.

\$25,000: Cost analysis for Sole Source purchase of Non-Commercial item.

Unit price \$25,000/Total Purchase \$250,000: Price analysis for Sole Source purchase.

¹ Exempts UW from RCW 39.26.125 and [DES Policy #DES-125-03](#)

² [2 CFR 215.45](#)

\$700,000 with Federal Contract Funds: Cost Analysis, Certificate of Current Cost and/or Pricing Data and Negotiation Memorandum³ for Non-Commercial Items (Federal Contract Funds Only). See FAR Table 15-2.

APPROVAL THRESHOLDS

\$5,000,000: University of Washington Board of Regents post-purchase approval required

\$15,000,000: University of Washington Board of Regents Pre-approval required

Oversight Level 2 and 3 IT Purchases: UW must [assess](#) all IT investments as oversight Level 1, 2 or 3.

OCIO approval is required for oversight levels 2 and 3, as well as when the investment is placed under oversight by legislative proviso; and /or the investment is for an agency financial or administrative system that requires six or more staff months (agency plus vendor) of effort in design, development, enhancement, implementation, or acquisition activities and in other limited circumstances

³ [FAR 15-404-3](#)