

**Policy 1006**  
**Purchasing - Bidding & Sole Source Requirements**

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<b>Responsible Office</b>	Office of Facilities	<b>Originally Issued</b>	4/30/19
<b>Responsible Official</b>	Lead Administrator	<b>Revision Date</b>	4/30/19

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**Scope**

This document outlines the practices for purchasing goods and services through the FAMIS system used within Facilities Operations and the PCS system used for the Capital Program. This policy excludes goods or services procured during emergency response situations and federal purchases over \$150,000 as defined by University requirements for federal awards.

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**Policy Statement**

Facilities personnel must purchase goods and services using practices that are compliant with federal and state laws and aligned with Yale’s best business practices. Furthermore, this document does not supersede Yale University’s purchasing policies or procedures. This policy addresses the bidding and sole source requirements for procurement specifically for Facilities Operations within the FAMIS system and the Capital Program within the PCS system based on the thresholds below.

Facilities Operations (FAMIS system) purchases over \$5,000; Capital Program (PCS system) purchases over \$10,000.

- ❖ **Sole Source Documentation (Form 3201 FR.06)**
- Or
- ❖ **Competitive Bidding Process (3 or more bids)**

*Note 1, when using the sole source method above, the “price reasonableness” – Section 2 of Form 3201 FR.06 - may be determined by the methods outlined on the form, and may also be determined by using comparative pricing documentation including comparison of recent quotes (within previous 12 months) or new quotes from websites containing list pricing from “like products” when applicable. Further guidance for sole source documentation can be found in the Facilities “Sole Source Documentation Form Instructions” (revised 3/15/19).*

*Note 2, when using the competitive bidding process above, 3 or more bids must be obtained whenever possible. When comparing supplier pricing/bids, a bid leveling sheet/process should be used to compare scope variation when applicable. Also, comparative pricing should be documented by retaining vendor RFP responses, quotes or other summarization as determined acceptable by Facilities Contract Management or Facilities Procurement. Use of Form 3201 FR.05 Comparative Pricing Documentation is not required.*

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**Reason for the Policy**

In most cases, purchasing activity through Facilities becomes the basis for charges/billings to Yale departments, units or schools outside of Facilities. This policy helps to ensure procurement contains the appropriate level of competitive bidding, management approval and efficient allocation of resources for the work performed by maximizing the use of standard processes. Construction and renovation procurement requires a unique evaluation of proposals to ensure comparative and competitive pricing.

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**Definitions**

Not applicable

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**Special Situations/Exceptions**

This policy does not apply to purchasing activity performed through other Yale approved systems (i.e., Workday, SciQuest, P-Card, etc.)

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**Roles and Responsibilities**

Trade shop supervisors and Facilities Operations management is responsible for effective compliance with the above policy for their respective areas.

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**Related Information**

Not applicable

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**Contact Information**

Facilities Business Office – Lead Administrator

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**Revision History**

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The official version of this information will only be maintained in an on-line web format. Any and all printed copies of this material are dated as of the print date. Please make certain to review the material on-line prior to placing reliance on a dated printed version.

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