1. Purpose

The purpose of this regulation is to set forth the requirements for obtaining bids and quotes when procuring goods and services.

2. Scope

This regulation applies to all faculty and staff who procure goods and services on behalf of the University.

3. Bids and Quotes

3.1 The Statutes of the State of North Carolina require to solicitation of formal bids by the North Carolina Division of Purchasing and Contract when the total purchase is $10,000 or more and the items to be purchased are not on State Term Contract.

3.1.2 If a waiver is granted, agencies may negotiate with the potential vendor(s) in an effort to acquire the quality of commodity, service or printing needed at the best possible price, delivery, terms and conditions, when the expenditure is less than the agency’s delegation.

3.1.3 Under an emergency or pressing need situation, a solicitation document requesting or inviting an offer(s) shall be issued by the agency (NCCU) instead of State P & C, and shall include the standard language, terms and conditions issued by P&C, unless circumstances prohibit their use. Negotiations may also be conducted with a potential vendor(s) for contracts exceeding an agency's delegation, but are subject to the approval of P&C, except where otherwise permitted by rule.