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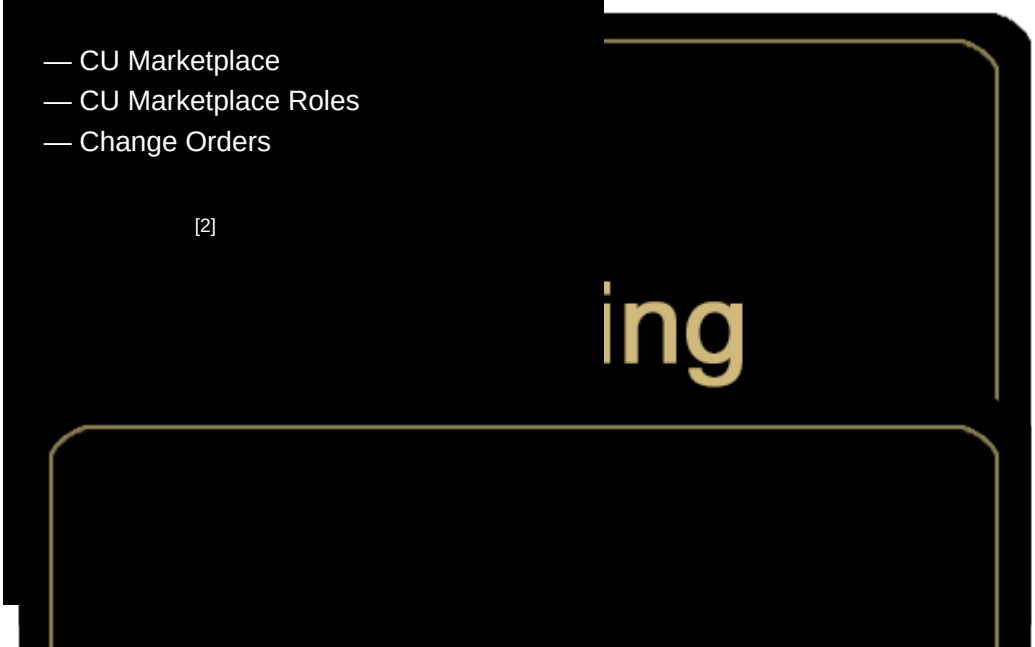
Procurement [1]



— CU Marketplace
— CU Marketplace Roles
— Change Orders

[2]



— Bid Process
— CU Price Agreements
— Commodity Listing
— IT Procurement

[3]

— Submitting Contracts
— Contract Review

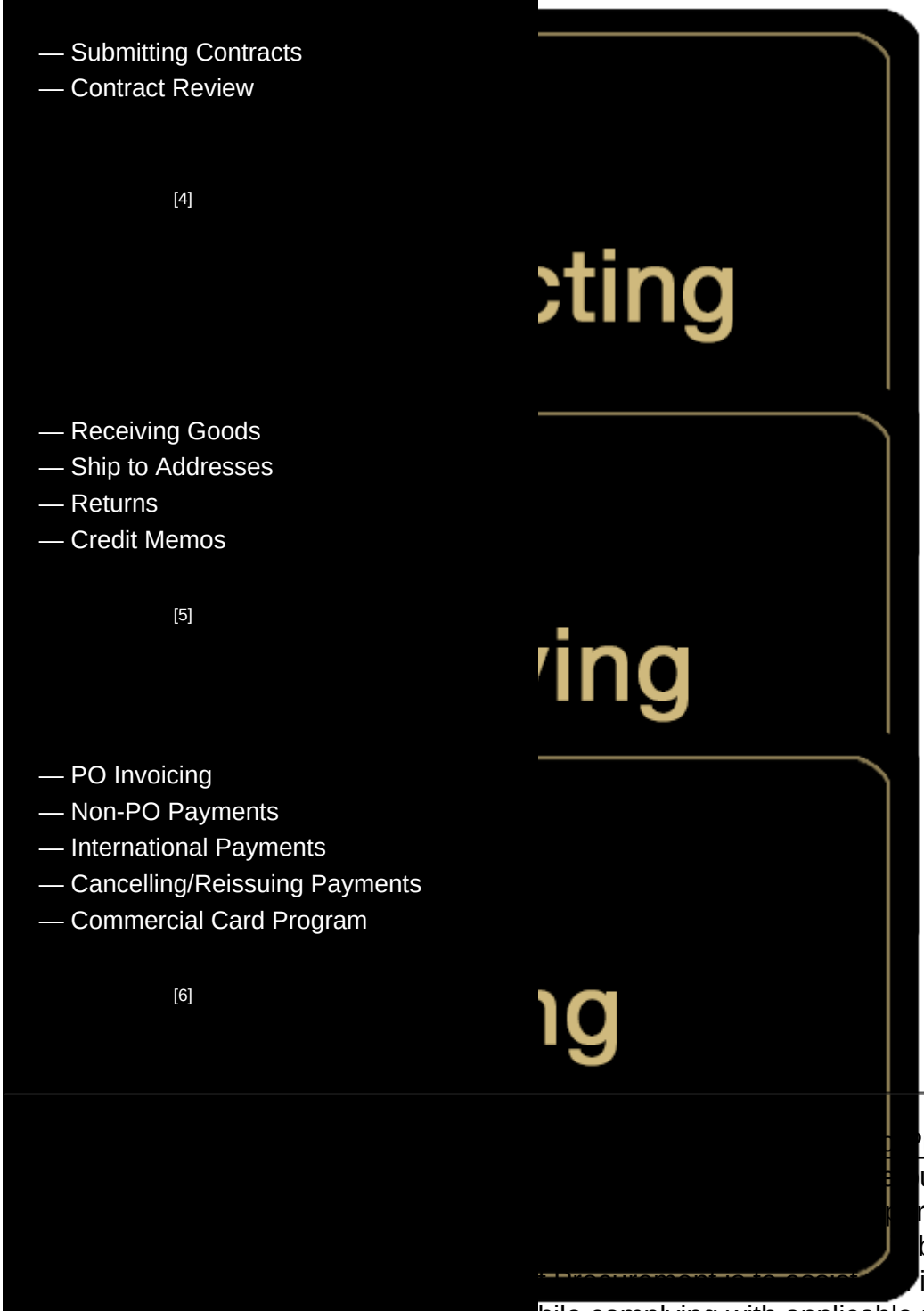
[4]

— Receiving Goods
— Ship to Addresses
— Returns
— Credit Memos

[5]

— PO Invoicing
— Non-PO Payments
— International Payments
— Cancelling/Reissuing Payments
— Commercial Card Program

[6]



rocurement Rules [7]
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hile complying with applicable rules.

titution of higher education of the State of Colorado,

is exempt from all federal excise taxes and from all Colorado State and local government sales and use taxes.

A commitment voucher (CU Marketplace Purchase Order or Procurement Card) is required to purchase an item from a supplier unless an exception applies under CU's Fiscal Procedures [9] .

University of Colorado Procurement Thresholds

Under $10,000: Departmental purchases of up to $10,000 are considered "small-dollar purchases." Under most circumstances, these are processed by the requestor's campus department. Typical forms of payment are the University Procurement Card (up to $5,000) or a small dollar Purchase Order.?
$10,000.01 - $49,999.99: All goods and services between $10,000.01 and $49,999.00 are processed at the discretion of the Purchasing Agent.

$50,000 - $250,000: All goods and services between $50,000 - $250,000 regardless of funding type require:

- Completion of the Source Selection & Price Reasonableness section of the Purchase Requisition form
- Price information from at least two suppliers - one from the supplier you are ordering from and the other from a competitor. The price information can be screenshots from two websites or quotes provided from the suppliers.?

The requirement to obtain two quotes and complete the Source Selection & Price Reasonableness form will be waived if the purchase is made against an existing CU bid/contract or a cooperative contract, is for a Sole Source item [10], or is an emergency procurement.??

$250,000 - $499,999:?The threshold for a solicitation issued by the Procurement Service Center (PSC) will be $250,000 for goods and services. Construction solicitations are issued by campus Facilities Departments. Purchases of goods, services, and construction costing more than $250,000 require that competition be sought via the informal process known as a Documented Quote.

$500,000 and Over:?For purchases of goods and services costing $500,000 or more, competition is sought via either an Invitation for Bid or a Request for Proposal.?Construction solicitations are issued by campus Facilities Departments.

The University of Colorado posts its solicitations using an electronic solicitation notification system, currently through BidNet [11].?

Purchases Under a Federal Contract or Grant

For purchases on Federal contracts or grants, the following forms will need to be completed.

Relevant Forms for Federal Contracts and Grants

Federal Grants

Federal Grant Forms & Thresholds	$150,000
App J - P [12]rice Negotiation Memorandum [12] (completed and signed by **department**)	**X**
App M - Certifications Under a Federal Grant [13] (completed and signed by **supplier**)	**X**

Federal Contracts

Federal Contract Forms & Thresholds	$35,000	$150,000	$250,000	$750,000	$2,000,000
App J - Price Negotiation Memorandum [12] (completed and signed by **department**)		**X**	**X**	**X**	**X**
App K – Certificate of Current Cost or Pricing Data [14] (completed and signed by **department**)					**X**
App L - Certifications Under a Federal Contract [15] (completed and signed by **supplier**)	**X**	**X**	**X**	**X**	**X**
App N Solicitation of Small Business Concerns [16] (completed by the **PSC**)			**X**	**X**	**X**

Federal Contract Forms & Thresholds	$35,000	$150,000	$250,000	$750,000	$2,000,000
App W Individual Subcontracting Plan [17] (completed in partnership with **PSC and department**)				X	X

Co-Operative Agreements

Co-Operative Agreement Forms & Thresholds	$150,000
App J - Price Negotiation Memorandum [12] (completed and signed by **department**)	X

Small Business Subcontracting Plan

*Note: **all** federal purchases over $2,000,000 that have not been competed or only one bid received will need App K - Certificate of Current Cost or Pricing Data [14] (completed and signed by **department**).

Resources

- Getting Started in CU Marketplace [18]
- Payment Methods [19]
- Advance Payment to Suppliers [20]
- Hire An Independent Contractor (Scope of Work) [21]

Related Articles

- CU Marketplace: Purchase Requisition [22]
- CU Marketplace: Approving Requisitions [23]
- CU Marketplace: Add a Ship-To Address to Your Profile [24]

SEARCH ALL ARTICLES [25]

Policies and Procedures

- Fiscal Code of Ethics [26]
- Procurement Code of Ethics [8]

- University of Colorado Procurement Rules [27]
- Payment Voucher/Authorization [28]
- CU Fiscal Procedures [29]

VIEW ALL PROCEDURES [30]

Source URL:https://www.cu.edu/psc/procurement

Links
[1] https://www.cu.edu/psc/procurement [2] https://www.cu.edu/psc/procurement/ordering
[3] https://www.cu.edu/psc/procurement/sourcing [4] https://www.cu.edu/psc/procurement/contracting
[5] https://www.cu.edu/psc/procurement/receiving [6] https://www.cu.edu/psc/paying
[7] https://www.cu.edu/psc/procurement-rules [8] https://www.cu.edu/psc/procurement-code-ethics
[9] https://www.cu.edu/controller/fiscal-procedures [10] https://www.cu.edu/psc/sole-source-agreement
[11] https://www.cu.edu/psc/doing-business-cu/participate-bid [12] https://www.cu.edu/doc/app-j-price-negotiation-memopdf [13] https://www.cu.edu/doc/app-m-certifications-under-federal-grantpdf
[14] https://www.cu.edu/doc/app-k-certificate-current-cost-or-pricing-datapdf [15] https://www.cu.edu/doc/app-l-certifications-under-federal-contractpdf [16] https://www.cu.edu/doc/app-n-solicitation-small-business-concerns31023pdf [17] https://www.cu.edu/doc/app-w-small-business-plan-template31023-fillablepdf [18] https://www.cu.edu/psc/get-help/learning-resources/cu-marketplace
[19] https://www.cu.edu/psc/doing-business-cu/payments [20] https://www.cu.edu/psc/forms/advance-payment-suppliers [21] https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/hire-independent-contractor-scope-work [22] https://pschelp.cu.edu/s/article/CU-Marketplace-Purchase-Requisition [23] https://pschelp.cu.edu/s/article/CU-Marketplace-Approving-Requisitions
[24] https://pschelp.cu.edu/s/article/CU-Marketplace-Add-a-Ship-To-Address-to-Your-Profile
[25] https://pschelp.cu.edu/s/ [26] https://www.cu.edu/ope/aps/4016
[27] https://www.cu.edu/psc/policies/procurement-rules [28] https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization [29] https://www.cu.edu/controller/fiscal-procedures-2 [30] https://www.cu.edu/psc/procedures