

**CASE WESTERN RESERVE UNIVERSITY
 PROCUREMENT AND DISTRIBUTION SERVICES
 BID REQUIREMENT THRESHOLD BY COMMODITY CATEGORY**

COST	CATEGORY					
	GENERAL GOODS AND SERVICES	IT	FACILITIES	RESEARCH	PROFESSIONAL SERVICES/CONSULTING	OTHER CONTRACTS (OTHER THAN COMMODITY CATEGORIES LISTED)
25,000 and ABOVE	3 BIDS OR QUOTES	3 BIDS/QUOTES OR SINGLE/ SOLE SOURCE JUSTIFICATION	3 BIDS/QUOTES OR SINGLE/SOLE SOURCE JUSTIFICATION	3 BIDS/QUOTES OR SINGLE/ SOLE SOURCE JUSTIFICATION	3 BIDS/QUOTES OR WAIVER	3 BIDS/QUOTES OR SINGLE/SOLE SOURCE JUSTIFICATION
5,000 - 25,000	2 QUOTES	2 QUOTES OR SINGLE/SOLE SOURCE JUSTIFICATION	2 QUOTES OR SINGLE/SOLE SOURCE JUSTIFICATION	2 QUOTES PREFERRED NO FORMAL BID PROCESS - PURCHASE DECISION MADE BY PI UNLESS COMMODITY AVAILABLE FOR PURCHASE FROM UNIVERSITY-DESIGNATED STRATEGIC PARTNER	2 QUOTES PREFERRED NO FORMAL BID REQUIREMENT - SELECTION BASED ON SITUATIONAL CRITERIA ESTABLISHED BY DEPARTMENT AND DUE DILIGENCE PERFORMED BY DEPARTMENT	2 QUOTES OR SINGLE/SOLE SOURCE JUSTIFICATION
4,999 and BELOW	SINGLE QUOTE	SINGLE QUOTE	SINGLE QUOTE	SINGLE QUOTE	SINGLE QUOTE	SINGLE QUOTE

NOTE: Per University Policy, Procurement and Distribution Services has the option to obtain additional quote on items purchased from Strategic Partners