

UConn HEALTH

POLICY NUMBER 2006-32
January 12, 2016

POLICY: NON-COMPETITIVE PURCHASE

PURPOSE:

This policy establishes guidelines for when a non-emergency purchase may be made without a competitive bidding process.

SCOPE:

All UConn Health faculty and staff.

POLICY STATEMENT:

UConn Health fully supports and complies with public bidding laws and regulations, including, but not limited to the requirements of Connecticut General Statutes § 10a-151b. An open and competitive process for selecting a supplier is always preferred and all purchases exceeding \$10,000 shall be bid out unless the purchase qualifies for an exemption, such as the ones described in this policy and in [Emergency Purchase Policy 2006-31](#).

If a UConn Health department believes that only one qualified supplier exists for goods, services or facilities costing more than \$10,000 and wishes to request an exemption from the bidding requirements for that purchase, the requesting department must complete [UConn Health's Non-Competitive Purchase Justification Form](#) and submit it to the Procurement & Supply Chain Operations Department in accordance with current procurement procedures. The form must be completed in its entirety and provide a clear explanation as to why the goods/services/facilities can be provided by only one supplier. The form will be reviewed by UConn Health's Director of Procurement & Supply Chain Operations and other levels of management, as required, depending on the cost of the purchase at issue. If the Non-Competitive Purchase Justification Form is approved, the purchase will be made without the normal competitive bidding process.

If the requesting department wishes to increase the amount or change the scope of a purchase that has been previously approved as a Non-Competitive Purchase, the requesting department must submit an updated Non-Competitive Purchase Justification Form for review and approval before that purchase can proceed.

Note: This Policy does not apply to purchases that must be expedited due to emergencies. For emergency purchase situations, see UConn Health's Emergency Purchase Policy 2006-31.

References: [Emergency Purchase Policy 2006-31](#)
[Non-Competitive Purchase Justification Form](#)

Lori Acomb (Signed)

1/26/16

Lori Acomb
Director, Procurement & Supply Chain Operations

Date

Jeffrey Geoghegan (Signed)

1/29/16

Jeffrey Geoghegan
Chief Financial Officer

Date

Andrew Agwunobi (Signed)

2/6/16

Dr. Andrew Agwunobi, M.D., M.B.A.
Chief Executive Officer
Executive Vice President for Health Affairs

Date

New Policy: 6/23/06
Revised: 04/9/13, 1/12/16