

### Internal DDC Procurement Guidelines for Construction

Contract Amount	Contract Requirements	Minimum Competition
\$0 - \$50,000	<ol style="list-style-type: none"> <li>1. Written Scope of Work or Specifications</li> <li>2. Quotes may be received via email, fax or delivered by Contractor</li> <li>3. Complete SFCC for low quote</li> <li>4. No Bonding required</li> </ol>	If project and timelines allow seek at least 2 quotations
\$50,000 - \$100,000	<ol style="list-style-type: none"> <li>1. Written Scope of Work or Specifications</li> <li>2. Quotes may be received via email, fax or delivered by Contractor</li> <li>3. Complete SFCC for low quote</li> <li>4. No Bonding required</li> </ol>	At least 2 quotes required
\$100,000 - \$200,000	<ol style="list-style-type: none"> <li>1. Written Scope of Work or Specifications</li> <li>2. Complete SFCC</li> <li>3. <b>Payment and Performance Bonds are Mandatory</b></li> </ol>	At least 3 quotes required
Above \$200,001	<ol style="list-style-type: none"> <li>1. Complete LFCC</li> <li>2. <b>Bid Security, Payment and Performance Bonds are Mandatory</b></li> </ol>	Formal Competition required, 21 day bid period with advertising and Alaska Public Notice required

### Internal DDC Procurement Guidelines for Professional Services

Contract Amount	Contract	Minimum Competition
\$0 - \$300,000 Term Consultant	Project Authorization Form and Billing Form	<ol style="list-style-type: none"> <li>1. Formal Notice of Award given at time of selection for Term Consultant Agreement</li> <li>2. Obtain one written proposal and make records that facilitate auditing</li> </ol>
\$0 - \$200,000	Professional Services Agreement (informal or formal)	<ol style="list-style-type: none"> <li>1. If project timelines allow seek at least 2 proposals</li> <li>2. Reasonable effort required to negotiate in the best interest of the University.</li> </ol>
Above \$200,000	Professional Services Agreement (formal)	<ol style="list-style-type: none"> <li>1. Formal Request for Proposals is used, selection through Consultant evaluation and written determination</li> <li>2. Must advertise, Alaska Public Notice required</li> </ol>

### Project Approval Required Prior to Procurement

Preliminary Administrative Approval	Formal Project Approval	Schematic Design Approval	Project Change Request
VCAS \$250,000 - \$2,000,000 President Above \$2,000,001	DDC Director \$0 - \$25,000 AVCFS \$25,001 - \$250,000 VCAS \$250,001 - \$2,000,000 Full FLMC \$2,000,001 - \$5,000,000 Full BoR Above \$5,000,001	DDC Director \$0 - \$25,000 AVCFS \$25,001 - \$250,000 VCAS \$250,001 - \$2,000,000 Full FLMC \$2,000,001 - \$5,000,000 Full BoR Above \$5,000,001	See BoR Policy