

Contracted Supplier

	P-Card	CUBuyplus® Required if Registered	Establishment of Competition	Quote or Proposal Required	Formal Request for Proposal or Sealed Bid	Sourcing Involvement	Sole Source and Selected Source Justification	Socially Responsible Supplier Verification	SBD, WBE, MBE, Labor Surplus Verification	Non- Excluded Party Verification	Purchase Order Required	Facilities Check
Contracted Supplier												
\$0 to \$9,999	Y*	N	N	N	N	N	N	N	N	Y	N	Y
\$10,000 to \$149,999	Y*	Y	Y	Minimum of 2 quotes on file	Determined based on complexity of purchase	Available on request or if using P-Card	Required if additional quotes are not available	Y	Y	Y	Preferred method	Y
>\$150,000	N	Y	Y	Minimum of 2 quotes on file	Y	Y	Required if additional quotes are not available	Y	Y	Y	Y	Y
*P-Card purchases are approved up to \$5,000, which is the standard limit. Please refer to 6.2 University Credit Card Procedure for guidance including pre-approval for purchases over \$5,000 and for all P-Card software purchases.												

Approved Supplier

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Approved Non-contracted Supplier												
\$0 to \$9,999	Y*	Y	N	N	N	N	N	Y	Y	Y	N	Y
\$10,000 to \$149,999	N	Y	Y	Minimum of 2 quotes on file	Determined based on complexity of purchase	Available Upon Request	Required if additional quotes are not available	Y	Y	Y	Y	Y
>\$150,000	N	Y	Y	Minimum of 2 quotes on file	Y	Y	Required if additional quotes are not available	Y	Y	Y	Y	Y
*P-Card purchases are approved up to \$5,000, which is the standard limit. Please refer to 6.2 University Credit Card Procedure for guidance including pre-approval for purchases over \$5,000 and for all P-Card software purchases.												

Non-Approved Supplier

	P-Card	CUBuyplus® Required	Establishment of Competition	Quote or Proposal Required	Formal Request for Proposal or Sealed Bid	Sourcing Involvement	Sole Source and Selected Source Justification	Socially Responsible Supplier Verification	SBD, WBE, MBE, Labor Surplus Verification	Non- Excluded Party Verification	Purchase Order Required	Facilities Check
Non-Approved Supplier								Done by End User	Done by End User	Done by End User		Done by End User
\$0 to \$9,999	Y*	N	N	N	N	N	N	Y	Y	Y	N	Y
\$10,000 to \$149,999	Y*	Y	Y	Minimum of 2 quotes on file	Determined based on complexity of purchase	Available on request or if using P-Card	Required if additional quotes are not available	Y	Y	Y	Preferred method	Y
>\$150,000	N	Y	Y	Minimum of 2 quotes on file	Y	Y	Required if additional quotes are not available	Y	Y	Y	Y	Y

*P-Card purchases are approved up to \$5,000, which is the standard limit. Please refer to 6.2 University Credit Card Procedure for guidance including pre-approval for purchases over \$5,000 and for all P-Card software purchases.

Term	Definition
Bid	Supplier document offering to sell a good or service that is firm for a defined period of time (i.e. 30 days).
Retrofit	A type of payment request managed by Accounting Services used for employee reimbursement, petty cash, and other types of payments that do not require Sourcing approval.
Quote	Supplier document that states the current price for a good or service and is generally non-binding.
Purchase Order	A document that authorizes a purchase transaction to buy goods or services.
Requisition	A type of document, electronic or paper, that communicates the department's good or service needs, preferred supplier, delivery instructions, and University approvals to the Sourcing or Business Services Department.
RFP (Request for Proposal)	A type of solicitation document for purchases of goods or services that allows for evaluation criteria other than price. This document maximizes competition to obtain the best pricing, quantity, delivery, etc. for the University.
Total Order	The aggregate cost of all goods for the single acquisition or the aggregate cost of all years of a service contract.
Sole Source	A proprietary item - an item produced and marketed by a person or company having exclusive right to manufacture and sell item.
Single Source	A commodity which may only be obtained from one supplier, usually because of its technological, specialized, or unique character.
Competition	Transparent procurement method in which bids from competing contractors, suppliers, or vendors are invited by openly advertising the scope, specifications, and terms and conditions of the proposed contract as well as the criteria by which the bids will be evaluated.
Excluded Party	<p>OIG has the authority to exclude individuals and entities from Federally funded health care programs pursuant to Sections 1128 and 1156 of the Social Security Act and maintains a list of all currently excluded individuals and entities called the List of Excluded Individuals and Entities (LEIE). Anyone who hires an individual or entity on the LEIE may be subject to civil monetary penalties (CMP).</p> <p>Links: SSA Section 1128 SSA Section 1156 LEIE</p>
Socially Responsible Supplier	A supplier's commitment to Sustainability, Fair Trade, Workers Rights and Fair Labor practices. Creighton has committed to supporting these initiatives as part of their Jesuit Mission.
Facilities Check	The assessment required for equipment and other items that affect the physical location. This includes verifying all items can be supported by the University's infrastructure. This also includes verifying the items meet University standards for appearance, durability and is in-line with Creighton's Master Plan.