

Date Sent: July 18, 2017
To: Purchmerge@list.pitt.edu

Competitive Bidding Threshold Increase

The competitive bid threshold at which Purchasing Services must review orders for goods and services will be increasing from \$5,000 to \$10,000 on September 5, 2017. This adjustment reflects a pending change to the [University Policy 05-02-16, Competitive Bidding](#).

Accompanying the bid threshold increase is the creation of a new buyer level, Department Buyer Level 4, in the PantherExpress System to provide buyer level authority of \$10,000. This will be in addition to the currently existing levels: Department Buyer Level 1 - \$0, Department Buyer Level 2 - \$500, Department Buyer Level 3 - \$5,000. For currently existing buyer levels, departmental approval will stay the same and all orders will need to be reviewed in the department but will not go to Purchasing Services for review until they are more than \$10,000.

Departments who wish to have individuals granted the Department Buyer Level 4 \$10,000 buyer authority will need to submit a new department user profile form for each individual. The new form, which will include an option for Department Buyer Level 4, will become available on the [PantherExpress website](#) on August 1, 2017.

Existing users should check the "Existing User" box at the top of the form, fill out the User and Department information at the top of the form, and check the Level 4 box from the Roles box at the bottom. New PantherExpress System users will need to fill out the full form.

Forms may be submitted starting August 1 but \$10,000-level authority will not be granted until September 5. Forms will be processed in the order in which they are received and it may take several weeks for all forms to be processed. After September 5, users should check their permissions within their user profile in the PantherExpress System to check their status.

Changes As a Result of Threshold Increase

- Competitive bidding will be required for purchases greater than \$10,000 that are not from University-wide contracted suppliers. Purchases of goods or services between \$5,000 and \$10,000 will no longer require competitive bidding as of 9/5/17.
- The requirement for a Directed or Sole Source Justification form will increase to the \$10,000 threshold for use of a directed or sole source supplier effective 9/5/17.
- Service purchases valued at \$10,000 or less may be obtained through use of the Services Agreement – Short Form, effective 9/5/17.
- The requirement for specific RCs and departments to obtain export control classification will be increased to \$10,000 on 9/5/17, based on the description provided on the Requisition Checklist.

Thresholds That Will Not Increase

- The invoice approval threshold ("OK to pay") will remain \$5,000.
- The capitalization threshold will remain \$5,000.
- The existing requisition approval requirements will remain the same for approvals between \$0.00-\$500.00 and \$500.01-\$5,000.00, and \$5000.01 and above.

This increase affects punchout, hosted catalog, non-catalog, blanket, and service agreement transactions in the PantherExpress system. All other transaction types will remain the same.

All purchasing forms will be updated to reflect changing thresholds, where applicable, and be available for download from the [purchasing forms page on the PantherExpress website](#) by September 5.

Please contact PantherExpress Customer Service by [submitting an inquiry](#), sending an [email](#), or calling 412-624-3578 with any questions or concerns.

Thank you,
University of Pittsburgh, PantherExpress