



3.2.1 Competitive Specification Development

Policy Statement

All purchases made by the University should be based on competitive bidding whenever possible. Any purchase of \$25,000 or more requires competitive bidding or justification for the lack of competition. The University may not split reasonably foreseeable or related purchases into two or more transactions for the purpose of circumventing this requirement.

Reason for policy

To comply with Section 1.3.4.5 of the Georgia Procurement Manual (GPM) and provide an understanding of State Purchasing Division's (SPD) requirement for competitive bidding.

Procedures

A department planning a purchase valued at \$25,000 or more should write competitive bid specifications that meet their performance requirements without being too restrictive or unfair to potential suppliers.

**Exceptions to this procedure may be found in Policy 2.2.5.2 and 4.17.

Additional contacts

Procurement Office Staff 706-542-2361

Policy definitions

GPM – Georgia Procurement Manual

SPD – State Purchasing Division

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Procurement Officer

Policy Owner: Procurement

Policy Contact: Robert Currey

Phone Number: 706-542-2361

Responsibilities: *The end-user is responsible for creating the initial set of specifications to ensure their needs are met. However, the procurement specialist may review the specifications and determine the specifications may need more information or may be too restrictive. In this situation, the end-user will be expected to assist the procurement specialist in modifying the specifications so their need is able to still be met but without being too restrictive.*

Record Retention

Specifications are maintained with the purchase orders and their record retention requirements vary depending on the product/services being purchased (construction, public works, products, services, etc.)

Retention: 7 years or 11 years, BOR 0472-03-009

Related information

Section 2.2.5.2 Sole Brand Restrictive Specifications

Section 4.17 Sole Source Purchases

Date Reviewed: 02/01/2018

[< Conflict of Interest](#) | [Unrestricted Competitive Specifications](#) >

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Responsible University Administrator: Procurement Officer

Policy Owner: [Procurement](#)

Policy Contact: [Annette Evans](#)

Phone Number: 706-542-2361

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Policy Dates

Effective Date: 01/01/2016

Date Last Updated: 06/22/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: