

**Supplies, Material, Equipment**  
(not construction related)

VALUE	METHODS FOR VENDOR SELECTION
\$10,000.00 or less and below campus's level for requiring quotations	<ul style="list-style-type: none"> <li>• <b>NCTC requires one quotation</b></li> <li>• MnSCU - Quotations (prefer 2 or more) (Procedure 5.14.5, Part 4)</li> <li>• Open market (Procedure 5.14.5, Part 4)</li> </ul>
\$10,000.00 or less and above campus's level for requiring quotations	<ul style="list-style-type: none"> <li>• <b>N/A to NCTC</b></li> <li>• MnSCU - Quotations (Prefer 2 or more written quotations (Procedure 5.14.5, Part 4)</li> <li>• Note: signed quote must follow any phone quote (Procedure 5.14.5, Part 4)</li> </ul>
\$10,000.01 - \$25,000.00	<ul style="list-style-type: none"> <li>• <b>NCTC requires 2 or more written quotations</b></li> <li>• MnSCU - 2 or more quotations (Procedure 5.14.5, Part 4)</li> <li>• Sealed bids (RFB) (Procedure 5.14.5, Part 4)</li> <li>• Note: signed quote must follow any phone quote (Procedure 5.14.5, Part 4)</li> </ul>
\$25,000.01 - \$100,000.00	<ul style="list-style-type: none"> <li>• <b>NCTC follows MnSCU established requirements above \$25,000</b></li> <li>• MnSCU - Sealed bids (RFB) (Procedure 5.14.5, Part 4)</li> <li>• Note: Vice Chancellor-CFO approval required for purchases over \$50,000 if campus does not have authority up to \$100,000 (Procedure 5.14.5, Part 4)</li> </ul>
\$100,000.01 - \$2,000,000.00	<ul style="list-style-type: none"> <li>• MnSCU - Sealed bids (RFB) (Procedure 5.14.5, Part 4)</li> <li>• Note: Vice Chancellor-CFO approval required (Procedure 5.14.5, Parts 2, and 4)</li> <li>• Note: Ensure compliance with human rights laws (Procedure 5.14.5, Part 4, subp. E)</li> </ul>
\$2,000,000.01 or greater	<ul style="list-style-type: none"> <li>• MnSCU - Sealed bids (RFB) (Procedure 5.14.5, Part 4)</li> <li>• Note: Board of Trustees approval required (Policy 5.14, Part 3)</li> <li>• Note: Ensure compliance with human rights laws (Procedure 5.14.5, Part 4, subp. E)</li> </ul>

## Computer Equipment to Connect Campus to Sites Outside College or University

VALUE	METHODS FOR VENDOR SELECTION
\$10,000.00 or less and below campus's level for requiring quotations	<ul style="list-style-type: none"> <li>• <b>NCTC requires one quote</b></li> <li>• MnSCU - Quotations (prefer 2 or more) (Procedure 5.14.5, Parts 4 and 9)</li> <li>• Open market (Procedure 5.14.5, Parts 4 and 9)</li> </ul>
\$10,000.00 or less and above campus's level for requiring quotations	<ul style="list-style-type: none"> <li>• <b>N/A to NCTC</b></li> <li>• MnSCU - Quotations (prefer 2 or more) (Procedure 5.14.5, Parts 4 and 9)</li> <li>• Note: signed quote must follow any phone quote (Procedure 5.14.5, Part 4)</li> </ul>
\$10,000.01 - \$25,000.00	<ul style="list-style-type: none"> <li>• <b>NCTC requires 2 or more written quotations</b></li> <li>• MnSCU - 2 or more quotations (Procedure 5.14.5, Parts 4 and 9)</li> <li>• Sealed bids (RFB) (Procedure 5.14.5, Parts 4 and 9)</li> <li>• Note: phone quotes must be followed with signed quote (Procedure 5.14.5, Part 4)</li> </ul>
\$25,000.01 - \$100,000.00	<ul style="list-style-type: none"> <li>• <b>NCTC follows MnSCU established requirements above \$25,000</b></li> <li>• MnSCU - Sealed bids (RFB) (Procedure 5.14.5, Parts 4 and 9)</li> <li>• Note: Vice Chancellor-CFO approval required for purchases over \$50,000 if campus does not have authority up to \$100,000 (Procedure 5.14.5, Part 4)</li> </ul>
\$100,000.01 - \$250,000.00	<ul style="list-style-type: none"> <li>• MnSCU - Sealed bids (RFB) (Procedure 5.14.5, Parts 4 and 9)</li> <li>• Note: Vice-Chancellor-CFO approval required (Procedure 5.14.5, Part 4)</li> <li>• Note: Ensure compliance with human rights laws (Procedure 5.14.5, Part 4, subp. E)</li> </ul>
\$250,000.01 - \$2,000,000.00	<ul style="list-style-type: none"> <li>• MnSCU - Sealed bids (RFB) (Procedure 5.14.5, Parts 4 and 9)</li> <li>• Note: Vice Chancellor-CFO approval required (Procedure 5.14.5, Part 4)</li> <li>• Note: Information Policy Office approval required (Procedure 5.14.5, Part 9)</li> <li>• Note: Ensure compliance with human rights laws (Procedure 5.14.5, Part 4, subp. E)</li> </ul>
\$2,000,000.01 or greater	<ul style="list-style-type: none"> <li>• MnSCU - Sealed bids (RFB) (Procedure 5.14.5, Part 4)</li> <li>• Note: Board of Trustees approval required (Policy 5.14, Part 3)</li> <li>• Note: Ensure compliance with human rights laws (Procedure 5.14.5, Part 4, subp. E)</li> </ul>

## Rental of Equipment (not construction related)

VALUE	METHODS FOR VENDOR SELECTION
\$60,000.00 or less	<ul style="list-style-type: none"> <li>• <b>NCTC follows MnSCU established requirements on equipment rental.</b></li> <li>• MnSCU - Direct negotiation by obtaining 2 or more written quotations when possible (Procedure 5.14.5, Part 8)</li> <li>• Note: Vice Chancellor-CFO approval required for purchases over \$50,000 if campus does not have authority up to \$100,000 (Procedure 5.14.5, Part 4)</li> </ul>
\$60,000.01 - \$100,000.00	<ul style="list-style-type: none"> <li>• MnSCU - Sealed bids (RFB) (Procedure 5.14.5, Parts 4 and 8)</li> <li>• Note: Vice Chancellor-CFO approval required for purchases over \$50,000 if campus does not have authority up to \$100,000 (Procedure 5.14.5, Part 4)</li> </ul>
\$100,000.01 - \$2,000,000.00	<ul style="list-style-type: none"> <li>• MnSCU - Sealed bids (RFB) (Procedure 5.14.5, Part 4)</li> <li>• Note: Vice Chancellor-CFO approval required (Procedure 5.14.5, Part 4)</li> <li>• Note: Ensure compliance with human rights laws (Procedure 5.14.5, Part 4, subp. E)</li> </ul>
\$2,000,000.01 or greater	<ul style="list-style-type: none"> <li>• MnSCU - Sealed bids (RFB) (Procedure 5.14.5, Part 4)</li> <li>• Note: Board of Trustees approval required (Policy 5.14, Part 3)</li> <li>• Note: Ensure compliance with human rights laws (Procedure 5.14.5, Part 4, subp. E)</li> </ul>

## Professional/Technical Services

VALUE	METHODS FOR VENDOR SELECTION
\$50,000.00 or less	<ul style="list-style-type: none"> <li>• <b>NCTC requires one quotation for \$10,000 or less.</b></li> <li>• <b>NCTC recommends two quotations between \$10,000.01 and \$50,000.</b></li> <li>• MnSCU - Open market or direct negotiations (Procedure 5.14.2, Part 6)</li> <li>• Note: Vice Chancellor-CFO approval required for purchases over \$15,000 if campus does not have authority up to \$50,000 (Procedure 5.14.2, Part 2)</li> </ul>
\$50,000.01 - \$100,000.00	<ul style="list-style-type: none"> <li>• <b>NCTC follows MnSCU established requirements over \$50,000.</b></li> <li>• MnSCU - Request for Proposals (RFP) (Procedure 5.14.2, Part 6)</li> <li>• Note: Vice-Chancellor-CFO approval required (Procedure 5.14.2, Part 2)</li> </ul>
\$100,000.01 - \$2,000,000.00	<ul style="list-style-type: none"> <li>• MnSCU - Request for Proposals (RFP) (Procedure 5.14.2, Part 6)</li> <li>• Note: Vice Chancellor-CFO approval required (Procedure 5.14.2, Part 2)</li> <li>• Note: Ensure compliance with human rights laws (Procedure 5.14.2, Part 7)</li> </ul>
\$2,000,000.01 or greater	<ul style="list-style-type: none"> <li>• MnSCU - Request for Proposals (RFP) (Procedure 5.14.2, Part 6)</li> <li>• Note: Board of Trustees approval required (Policy 5.14, Part 3)</li> <li>• Note: Ensure compliance with human rights laws (Procedure 5.14.2, Part 7)</li> </ul>

## Service Contracts -- Recommendations

(cleaning, snowplowing, landscaping, other services; not professional/technical services; not construction, repair, maintenance)

VALUE	METHODS FOR VENDOR SELECTION
\$10,000.00 or less and below campus's level for requiring quotations	<ul style="list-style-type: none"> <li>• <b>NCTC requires one quotation</b></li> <li>• MnSCU - Quotations (prefer 2 or more) (<i>Procedure forthcoming</i>)</li> <li>• Open market (<i>Procedure forthcoming</i>)</li> </ul>
\$10,000.00 or less and above campus's level for requiring quotations	<ul style="list-style-type: none"> <li>• <b>N/A to NCTC</b></li> <li>• MnSCU – Quotations (prefer 2 or more) (<i>Procedure forthcoming</i>)</li> <li>• Note: signed quote must follow any phone quote (<i>Procedure forthcoming</i>)</li> </ul>
\$10,000.01 - \$25,000.00	<ul style="list-style-type: none"> <li>• <b>NCTC requires two or more quotations</b></li> <li>• MnSCU - 2 or more quotations (<i>Procedure forthcoming</i>)</li> <li>• Sealed bids (RFB) (<i>Procedure forthcoming</i>)</li> <li>• Note: signed quote must follow any phone quote (<i>Procedure forthcoming</i>)</li> </ul>
\$25,000.01 - \$100,000.00	<ul style="list-style-type: none"> <li>• <b>NCTC follows MnSCU established requirements over \$25,000</b></li> <li>• MnSCU - Sealed bids (RFB) (<i>Procedure forthcoming</i>)</li> <li>• Note: Vice Chancellor-CFO approval required for purchases over \$50,000 if campus does not have authority up to \$100,000 (<i>Procedure forthcoming</i>)</li> <li>• Note: Ensure compliance with human rights laws (Procedure 5.14.5, Part 4, subp. E)</li> </ul>
\$100,000.01 - \$2,000,000.00	<ul style="list-style-type: none"> <li>• MnSCU - Sealed bids (RFB) (<i>Procedure forthcoming</i>)</li> <li>• Note: Vice Chancellor-CFO approval required (<i>Procedure forthcoming</i>)</li> <li>• Note: Ensure compliance with human rights laws (Procedure 5.14.5, Part 4, subp. E)</li> </ul>
\$2,000,000.01 or greater	<ul style="list-style-type: none"> <li>• MnSCU - Sealed bids (RFB) (<i>Procedure forthcoming</i>)</li> <li>• Note: Board of Trustees approval required (Policy 5.14, Part 3)</li> <li>• Note: Ensure compliance with human rights laws (Procedure 5.14.5, Part 4, subp. E)</li> </ul>

## Construction Contracts

(construction, repair, maintenance, remodeling; does not include professional/technical services related to construction)

VALUE	METHODS FOR VENDOR SELECTION
\$2,499.99 or less	<ul style="list-style-type: none"><li>• <b>NCTC requires one quotation</b></li><li>• MnSCU - Quotations (prefer 2 or more) (Procedure 6.5.5, Part 5)</li><li>• Open market (Procedure 6.5.5, Part 5)</li><li>• Note: make every effort to purchase from targeted group businesses (TGB) (Procedure 6.5.5, Part 10)</li></ul>
\$2,500.00 - 10,000.00	<ul style="list-style-type: none"><li>• <b>NCTC requires one written quotation</b></li><li>• MnSCU - Quotations (prefer 2 or more) (Procedure 6.5.5, Part 5)</li><li>• Open market (Procedure 6.5.5, Part 5)</li><li>• Note: require prevailing wage if only one trade/occupation (Minn. Stat. § 177.43)</li><li>• Note: make every effort to purchase from targeted group businesses (TGB) (Procedure 6.5.5, Part 10)</li></ul>
\$10,000.01 - \$25,000.00	<ul style="list-style-type: none"><li>• <b>NCTC requires two or more written quotations</b></li><li>• MnSCU – 2 or more written quotations when possible (Procedure 6.5.5, Part 5)</li><li>• Sealed bids (RFB) (Procedure 6.5.5, Part 5)</li><li>• Note: signed quote must follow any phone quote (Procedure 6.5.5, Part 5)</li><li>• Note: require prevailing wage if only one trade/occupation (Minn. Stat. § 177.43)</li><li>• Note: make every effort to purchase from TGB (Procedure 6.5.5, Part 10)</li></ul>
\$25,000.01 - \$50,000.00	<ul style="list-style-type: none"><li>• <b>NCTC requires two or more written quotations</b></li><li>• MnSCU - 2 or more written quotations when possible (Procedure 6.5.5, Part 5)</li><li>• Sealed bids (RFB) (Procedure 6.5.5, Part 5)</li><li>• Note: signed quote must follow any phone quote (Procedure 6.5.5, Part 5)</li><li>• Note: require prevailing wage (Minn. Stat. § 177.43)</li><li>• Note: make every effort to purchase from TGB (Procedure 6.5.5, Part 10)</li></ul>

## Construction Contracts, continued

\$50,000.01 – 100,000.00	<ul style="list-style-type: none"><li>• <b>NCTC follows MnSCU established requirements over \$50,000</b></li><li>• MnSCU - Sealed bids (RFB) (Procedure 6.5.5, Parts 5 and 8)</li><li>• Note: include bidding instructions regarding TGB (Procedure 6.5.5, Part 10)</li><li>• Note: bid bond required (Procedure 6.5.5, Part 11)</li><li>• Note: May require Office of the Chancellor (OOC) to notify legislature (Procedure 6.5.5, Part 3)</li></ul>
100,000.01 – 250,000.00	<ul style="list-style-type: none"><li>• MnSCU - Sealed bids (RFB) (Procedure 6.5.5, Parts 5 and 8)</li><li>• Note: include bidding instructions regarding TGB (Procedure 6.5.5, Part 10)</li><li>• Note: bid bond required (Procedure 6.5.5, Part 11)</li><li>• Note: require prevailing wage (Minn. Stat. § 177.43)</li><li>• Note: Ensure compliance with human rights laws (Procedure 6.5.5, Part 11)</li><li>• Note: May require OOC to notify legislature (Procedure 6.5.5, Part 3)</li></ul>
\$250,000.01 or greater	<ul style="list-style-type: none"><li>• MnSCU - Sealed bids (RFB) (Procedure 6.5.5, Parts 5 and 8)</li><li>• Note: Vice-Chancellor-CFO approval required (Procedure 6.5.5, Part 2)</li><li>• Note: bid bond required (Procedure 6.5.5, Part 11)</li><li>• Note: require prevailing wage (Minn. Stat. § 177.43)</li><li>• Note: Ensure compliance with human rights laws (Procedure 6.5.5, Part 11)</li><li>• Note: May require OOC to notify legislature (Procedure 6.5.5, Part 3)</li></ul>

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This template is available at the following address:

<http://www.finance.mnscu.edu/GeneralContractForms/index.html>