

Indefinite Quantity Contracts

Policy 509.21

1 Introduction

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 General

4.1.1 An indefinite quantity contract will be established by the Purchasing Department for requests for repetitive purchases of specific types of supplies from a single vendor over a specified period of time where the total amount exceeds \$5000.

4.1.2 Competition will be solicited where available and a contract established with the lowest responsive bidder.

4.1.3 An indefinite quantity contract must not exceed the \$150,000 university benchmark in total expenditures over a one year period. The contract will end when the benchmark is reached. A request for an indefinite quantity contract which exceeds, or is likely to exceed, \$150,000 will be forwarded to Purchases and Contract Division for processing.

4.2 Information Required

4.2.1 With the exception of the dollar amount, a request for an indefinite quantity contract is very similar to a blanket purchase order, and it requires the same type of information (see PURCHASING Policy 14) .

4.3 Budgetary Action

4.3.1 Budgeting, invoicing and billing actions are also essentially the same as for a blanket purchase order (PURCHASING Policy 14).

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates