



Guidelines for Competitive Solicitation Processes  
and Interaction with the Office of General Counsel

These Guidelines are intended to assist and inform implementation of the various solicitation processes set forth in the Cleveland State University Purchasing Policy 65384 pertaining to Requests for Proposal, Requests for Quotation and Invitations to Bid. Templates will be available for each of the three methods of solicitation and will not require legal review, unless a change is made to the template language. The Office of General Counsel is always available as a resource to discuss and assist with any novel or complicated transaction even if a template is being utilized.

1. As set forth in Rule 33465-18(B), it is important to always consult with a purchasing agent prior to



- accepted. The proposal receiving the highest score is the one judged to best serve the interests of the University.
- c. A Request for Quotations (RFQ) is used to procure a public improvement project with an estimated purchase price under \$25,000. The format typically covers defined item(s) to be purchased, number of items, and per unit cost set forth in Rule 3344-65-27, a RFQ is also used to procure a public improvement project with an estimated purchase price of \$25,000 or more. The work scope defined in a public improvement project RFQ.
  - d. As set forth in Rule 3344-04(A), for goods and supplies to be purchased below the bid threshold, a minimum of three quotes are acquired when possible; one or more quotes are to be provided by the department and the others by Purchasing, with the lowest responsive becoming the vendor of choice.
  - e. As set forth in Rule 3344-04(B), for purchase of services below the RFP threshold, the department should supply a minimum of three quotes where possible for the identical scope of work, reviewable by Purchasing, with the lowest, most responsive becoming the vendor of choice.
5. As noted above, when using a template, legal review of the solicitation document is not required unless a change is made to the template language. If the solicitation awards subject to CSU terms and conditions pursuant to a CSU Purchase Order or CSU is not a signatory, legal review is not necessary. Also, for an Invitation to Bid only involving supplies, equipment or tangible products, legal review is not necessary.
  6. The Office of General Counsel will review solicitation documents as to form and substance, and is not charged with drafting such documents. Documents should be proofed for substantive and clerical errors before submitting for legal review.
  7. If an apparent low bidder is to be rejected based on a nonresponsive bid or a determination that the bidder is not responsible, contact the Office of General Counsel prior to finalizing any decision or action to reject the bid as there may be legal ramifications regarding such a contract that need to be analyzed, weighed and discussed. Additionally, if there is any question regarding the bid, contact the Office of General Counsel.