

# Exhibit 1

## UC Hastings Bidding Guidelines for All Funding Sources

| Category                                   | \$0 - \$14,999.99 *   | \$15,000 - \$49,999.00                                    | \$50,000 - \$100,000  | > \$100,000   |
|--|---|---|---|---|
| <b>Goods</b>                               | <b>For APO and PCard engagement</b><br>Purchasers responsible for determining price reasonableness<br><br><b>For Procurement engagement</b><br>Informal Quote<br>Buyer verifies price if necessary<br>Buyer determines price reasonableness | One (1) Formal Quote required                             | Two (2) Formal Quotes required **   | RFP or Formal Bid, May Leverage GPO (if Competitively Bid) ** |
| <b>Services</b>                            |   | If department does not provide quote, buyer will obtain * | RFP Recommended, may be appropriate depending on complexity and opportunity   | Award will be made by the following:                          |
| <b>Capital Equipment</b>                   |   | May leverage GPO<br>Buyer determines price reasonableness | If department does not provide quotes, buyer will obtain *<br><br>May leverage GPO<br>Buyer determines price reasonableness | - Lowest Cost<br>- Cost per Quality Point<br>- Best Value     |
| <b>Professional Services - Consultants</b> |   | Competed at the discretion of the CFO                     |   |   |

\* Note: To expedite, department should provide quote(s). Increased processing time is required if buyer obtains quote(s).

\*\* Note: In lieu of competition, the department may submit a Sole Source Justification

The Source Selection & Price Reasonableness Justification Form is found at [PLACE HASTINGS WEBLINK HERE](#)

Sole Source Requests must have the Department Head/Budget Manager signature and be approved by the Director of Business Services, CFO, respective Division Head, and General Counsel.

**All KFS procurement documents (PO / PA) must include supporting documentation to demonstrate policy compliance (Quotations, RFP attachments, GPO attachments, etc.) in the electronic file at the time of issue.**

### Definitions:

|  |  |
|--|--|
| <b>Formal Quote</b>                              | A proposal with price/delivery/terms provided on company letterhead or company stationary. Typically, formal quotes will include a quote number, payment terms, delivery terms, expiration date of quote, terms and conditions, etc.   |
| <b>Informal Quote</b>                            | A proposal with pricing/terms provided verbally (e.g. phone) or in writing (including eMail).  |
| <b>GPO / Purchasing Cooperative</b>              | An entity that is created to leverage the purchasing power of a group of businesses to obtain discounts from vendors (usually competed) based on the collective buying power of the GPO members, i.e., E&I, US Communities, NASPO and others.  |
| <b>Factors Determining Price Reasonableness:</b> |  |
| <b>Price comparison</b>                          | A buyer has obtained and documented quotes or offers within the last 12 month period from other responsible suppliers, which provides evidence that a price obtained is deemed fair and reasonable.  |
| <b>Catalog or Market Pricing</b>                 | The price offered is supported by an established and verifiable catalog or market pricing media issued by a responsible supplier and/or through an established reputable forum. In addition, the pricing structure provided is one that a prudent buyer would accept as a reasonable representation of existing market value.  |
| <b>Controlled Pricing</b>                        | The price offered is set by law or regulation; competitively bid master, statewide contracts and Purchasing Cooperatives etc.  |
| <b>Historical Pricing</b>                        | A buyer is able to demonstrate that other transactions occurring in the past (within a 12 month period) exist that shows that historical prices for similar acquisitions have yielded no material change in cost.<br><br>Note: The definition of "material" for this technique is deemed greater than a 15% increased difference between current and historical pricing. |