UNIVERSITY OF NEBRASKA

REVIEW OF BIDS AND CONTRACTS PROCEDURES

UNFP 6.3.1.2

I.   Reference and Application

A.   On November 7, 2008, the Nebraska Board of Regents amended the policy for Administrative Approval of University Contracts.

B.   Application: The procedures apply to all University capital construction projects.

II.   Objectives and Limitations

A.   The objective of these procedures is to provide guidelines necessary to comply with Board Policy (RP-6.3.1) Administrative Approval of University Contracts and protect the interests of the Board of Regents.

III.   Procedures

A.   All bids or proposals for procurement of professional programming services with fees less than $400,000, licensed professional services with fees less than $400,000 and capital construction projects with total project budgets less than $2,000,000 will be reviewed by the respective Campus Chief Business Officer or designee.

1.   Legal review may be obtained by forwarding the contract and supporting documents to University counsel. Execution and reporting will be in accordance with Regents Policy (RP-6.3.1) *Administrative Approval of University Contracts.*

B.   All bids or proposals for procurement of professional programming services with fees greater than $400,000, licensed professional services with fees greater than $400,000 and capital construction projects with total project budgets greater than $2,000,000 will be reviewed by the Director of Facilities Planning and Management or designee.

1.   Legal review will be obtained by forwarding the contract and supporting documents to the Director of Facilities Planning and Management, who will forward to the General Counsel. After review of the contract, the checklist will be signed and checklist and contract returned to the respective campus. Execution and reporting will be in accordance with Regents Policy (RP-6.3.1) *Administrative Approval of University Contracts.* One copy of the executed contract will be sent to the Director of Facilities Planning and Management.

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