

Consultant and Contractor Procurement per Office of the State Architect Policies

Quick reference sheet

Contact Buck Conroy at buck.conroy@colostate.edu with any questions about this sheet

Fiscal year 2026

Professional Services (A/E, Surveyors, Landscape Arch, Industrial Hygienists)

Contract Value	Procurement tool	Advertisement period	Bid opening	Contract type
<\$25K	Discretionary	n/a	n/a	always contract
\$25K-\$100K fees & <\$1MM construction cost	Interview 3	n/a	no public posting	always contract
>\$100K in fees or >\$1MM construction cost	Formal Procurement	Min 15 days	post results	always contract

Construction Contractors

Contract Value	Procurement tool	Advertisement period	Bid opening	Contract type	Price reasonableness form required	Bonds required	Prevailing Wage	Apprenticeship Participation
<\$50K	Discretionary	n/a	n/a	PO or contract	no	not required	not required	not required
\$50K-\$150K	Discretionary	n/a	n/a	PO or contract	yes	not required	not required	not required
\$150K-\$500K	Documented Quote	Min 3 days, avg 3 weeks	no public opening	contract	no	bid bond (5%), P&P bond (50%)	not required	not required
\$500K-\$1MM	Formal Procurement	Min 14 days AFB / 30 days RFP	public opening/post results	contract	no	bid bond (5%), P&P bond (50%)	required	not required
>\$1MM	Formal Procurement	Min 14 days AFB / 30 days RFP	public opening/post results	contract	no	bid bond (5%), P&P bond (50%)	required	required

***changes from FY 2025:

Bid limit increased from \$50K to \$150K for contractors only.
 Documented quote approval form no longer required.
 Price reasonableness form required \$50K-\$150K.