3-805 Specifications

Revision Dates

10/1/2026, 11/18/2016, 6/23/2006, 4/26/1996, 2/19/1988, 7/13/1985, 12/15/1984 (adopted)

A. Duties of Chief Procurement Officer with respect to Specifications

1. The CPO shall, as necessary, establish University Policies and Procedures consistent with this Code and other Board policies governing the preparation, maintenance, and content of specifications for Materials, Services, Construction, and Construction Services required by a University.

2. Pursuant to the Governor's office of energy policy, the CPO shall establish specifications based on considerations of energy conservation for the Procurement of selected energy consumptive material.

3. Notwithstanding anything else in this Code, all Solicitations for volatile organic compound containing commodities shall include a request for substitute commodities with lower or no volatile organic content. Substitute products shall not have increased toxicity compared to the original commodity.

B. Maximum Practicable Competition

1. All specifications, including those prepared by Design Professionals, consultants, and others for University Contracts, shall seek to promote overall economy for the purposes intended, encourage competition in satisfying the University's needs, and shall not be unduly restrictive.

2. Where brand name only is specified, the reasons for this shall be documented in the Procurement file and approved by the CPO or their Designee.

3. Brand name or equivalent specifications for goods anticipated to cost more than two hundred fifty thousand dollars ($250,000) shall identify key features of the goods unless the reasons for not doing so are documented and approved by the CPO or their Designee.

C. Conflict of Interest

1. No Person preparing or assisting in the preparation of specifications, plans, or scopes of work shall receive any direct benefit from the utilization of those specification, plans, or scopes of work.

2. The CPO may waive the restriction set forth in subsection (1) of this ABOR Policy 3-805(C) if the CPO determines in writing that the rule's application would not be in the University's best interest. The determination shall state the specific reasons that the restriction has been waived.

Policy History

12/15/1984	Approved by the Board on second reading. Originally implemented as interim policies 9-501 and 9-502.
7/13/1985	Permanent policy 3-805 adopted by the Board.
2/19/1988	Policy revision approved by the Board on second reading.
4/26/1996	Policy revision approved by the Board on second reading.
6/23/2006	Policy revision approved by the Board on second reading.
11/18/2016	Policy revision approved by the Board on second reading.
10/1/2026	Policy revision approved by the Board on second reading.

Related Information