ACQUISITION OF ROUTINE SPACE BY LEASE

Yes

Informal Bid Process

Review and Select Best-Value Proposal with Input from PRC

Seek Endorsement from Dean of BSOM

Lease Prepared by University Attorney

Lease Executed by Chancellor or Designee

No

Formal Bid Process with Public Advertisement

Review Bids with Input from PRC

Select Lowest-Cost Proposal

Select Alternative Proposal

No Acceptable Bids Received

Negotiate in Open Market

Select Proposal

Prepare a Detailed Justification

Submit Justification to PRC, Dean of BSOM, Board of Trustees, Governor, and Council of State

Lease Value Less than $25,000 and Term Less than 3 Years?

Seek Endorsement by PRC and Dean of BSOM

Seek Preapproval by Chancellor or Designee via the Vice Chancellor of Administration and Finance

Seek Approval from ECU Board of Trustees

Lease Prepared by University Attorney

Lease Executed by Chancellor or Designee

Report to Governor and Council of State

Informal bid process will be defined and documented by ECU Physicians Property Office. Informal proposals are not required for property owned by government agencies or leased to other government agencies.
ACQUISITION OF STRATEGIC SPACE BY LEASE

Informal Bid Process

Negotiate in Open Market

Prepare Detailed Justification

Submit Justification to PRC, Dean of BSOM, Board of Trustees, Governor, and Council of State

Lease Prepared by University Attorney

Lease Executed by Chancellor or Designee

Review and Select Best-Value Proposal with Input from PRC

Select Proposal

Seek Approval from ECU Board of Trustees

Seek Preapproval by Chancellor or Designee via the Vice Chancellor of Administration and Finance

Seek Endorsement by Dean of BSOM

Visit and Select Best-Value Proposal with Input from PRC

Select Proposal

Prepare Detailed Justification

Submit Justification to PRC, Dean of BSOM, Board of Trustees, Governor, and Council of State

Lease Executed by Chancellor or Designee

Report to Governor and Council of State

1 Informal bid process to be clarified and documented by ECU Property Office/ECU Physicians. Informal proposals are not required for property owned by government agencies or leased to other government agencies.

2 Every reasonable effort should be made to promote competitive proposals, but immediate action may be required given the strategic nature of acquisition.

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All Transactions Are Handled by the SPO and Follow Policy and Procedures as Described in North Carolina General Statute Chapter 143, Article 36.

Property may be leased below FMV in certain circumstances (i.e., for consideration of public service, a nonprofit entity, etc.).