<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>PROJECT DOLLOR THRESHOLD*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAPITAL PROJECT</strong></td>
<td>Up to $500,000**</td>
</tr>
<tr>
<td>AUTHORIZATION</td>
<td>Authorized by Legislative Action</td>
</tr>
</tbody>
</table>
| **CAPITAL CODE/ITEM #** | • UNCSO establishes in Interscope  
  • University establishes related financial system entries (Fund/Center, etc.) | • UNCSO establishes in Interscope  
  • University establishes related financial system entries (Fund/Center, etc.) | • UNCSO establishes in Interscope  
  • University establishes related financial system entries (Fund/Center, etc.) |
| DESIGN                 |                           |                           |                           |
| Designer Selection     | Open-end agreement or Direct selection | Public advertisement | Public advertisement |
| Approval of Selection  | BOT                        | BOT                        | BOT                        |
| Designer’s Contract    | • University negotiates  
  • University executes | • University negotiates  
  • University executes | • SCO negotiates  
  • University executes, copy to SCO |
| Reporting/Recording    | University records in Interscope | University records in Interscope | SCO records in Interscope |
| Plan Review and Approval | • SCO code review, as applicable  
  • SCO electrical inspections required | • SCO code review, as applicable  
  • SCO electrical inspections required | Full SCO oversight |
| CONSTRUCTION           |                           |                           |                           |
| Bidding                | • University informally solicits competitive bids  
  • Public bidding not required | • University solicits competitive bids  
  • Formal solicitation for estimated construction cost ≤$500,000  
  • Public bidding required per G.S. 143-129 | • University solicits competitive bids  
  • Formal solicitation for estimated construction cost >$500,000  
  • Public bidding required per G.S. 143-129 |
| Forms for Bid Documents| Template SCO informal contract format, notice to bidders, and general conditions, supplemented w/ institution-specific requirements | UNC System formal contract template, notice to bidders, and general conditions | SCO State of North Carolina formal contract template, notice to bidders, and general conditions |
| Bonding Requirement    | Not required by law, University can require | Required on formal bid solicitations ($500,000) | Required |
| Contract Awarding Authority | University | UNCSO | SCO |
| Form of Contract       | Informal | Informal or UNC System formal according to bid type | SCO State of North Carolina formal |
| Reporting/Recording Contract | University | University | • SCO awards  
  • University executes, copy to SCO |
| HUB Participation Reporting | University | University | • SCO makes entries at award  
  • University maintains current entries  
  • University updates at final acceptance |
| Change Order (CO) Processing | • University authorizes/approves  
  • University executes in writing  
  • University records in Interscope, manual entry | • CO initiated in Interscope  
  • University authorizes/approves in Interscope  
  • CO documents maintained in Interscope | • CO initiated in Interscope  
  • University authorizes/approves in Interscope  
  • CO documents maintained in Interscope |
| Final Inspection       | If designer is engaged, designer certification is required | • Designer’s certification required  
  • Notify SCO of scheduled final inspection | • Designer’s certification required  
  • SCO final inspection required |

*Project authority thresholds are based on the overall project budget, including design, construction, contingency, etc. Contract awarding authority follows initial project authority level. Construction bidding thresholds are based on project construction cost alone.

**All construction contracts over $30,000 must be entered in Interscope with HUB participation reported in compliance with G.S. 143-131.

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**ACRONYMS:**
- BOG - Board of Governors
- BOT - University Board of Trustees
- SCO - State Construction Office
- UNCSO - UNC System Office