**Section 4.4015 Method of Source Selection**

Leases shall be procured by a Request for Information (RFI) process except that the process need not be used in any of the following circumstances:

a) Property of less than 10,000 square feet.

b) Rent of less than $100,000 per year.

c) Duration of less than one year that cannot be renewed.

d) Specialized space available at only one location.

e) Renewal or extension of leases in effect before July 1, 1998, provided that:

1) the CPO determines in writing that the renewal or extension is in the best interest of the University;

2) the CPO submits his or her written determination and the renewal or extension to the Board;

3) the Board does not object in writing to the renewal or extension within 30 days after its submission; and

4) the CPO publishes notice of the renewal or extension in the Higher Education Bulletin.

f) Leases with governmental units when deemed by the CPO to be in the best interest of the University.