Northwestern Uniform Guidance Procurement Guide

The overall goal of the Uniform Guidance Procurement Standards is to increase the re-use of existing equipment and supplies, increase competition when purchasing equipment and supplies, and minimize sole sources. Northwestern policies, procedure, websites, and all related forms have been updated accordingly.

	Definition	Current Northwestern policy	Recommendation to ensure UG compliance
Micro purchase Threshold: Under $10,000 (Awaiting response to Northwestern's request to raise threshold to $25,000)	• Micro-purchases are defined as less than $10,000. • No competitive quotes are required, and it's up to the grantee to determine whether or not the price is reasonable. • The standard also requires that purchases be distributed equally among qualified suppliers to the extent practical. • Use of strategically sourced, preferred vendor contracts and iBuyNU does not conflict with this requirement.	• Departments and schools should purchase products and services from Preferred Vendors whenever possible. • Multiple bids are not required for purchases under $25,000. • ASRSP is included in work flow when sponsored dollars are used for purchases of $2,500 or more. • Procurement and Payment Services does not have to approve requisitions under $25,000.	• Multiple bids are not required for purchases under $10,000. • The aggregate dollar amount must not exceed $10,000, unless the product or service is purchased from a Preferred Vendor. • Purchases need to be reasonable, allocable and allowable. • ASRSP will be included in work flow when sponsored dollars are used for purchases of $5,000 or more.
Simplified Acquisition Threshold: Between $10,000 and $250,000	• Simple and informal procurements for services, supplies, or other property that are greater than $10,000 and less than $150,000 Grantees are required to receive quotations from an adequate number of sources.	• At least three (3) bids must be solicited for purchases of $25,000 or more, unless the product or service is purchased from a Preferred Vendor. • Bids can be solicited by department or school. • A Bid Documentation Form needs to be attached to the requisition. • ASRSP is included in work flow when sponsored dollars are used for purchases of $2,500 or more. • Procurement and Payment Services is the final approver for ALL requisitions of $25,000 or more.	• Multiple bids must be solicited for purchases between $10,000 and $250,000 when sponsored dollars are being used, unless the product or service is purchased from a Preferred Vendor. • Bids can be solicited by department or school. • Department or school business office will need to make sure Bid Documentation Form is attached to the requisition. • ASRSP will be included in work flow when sponsored dollars are used for purchases of $5,000 or more. • Procurement and Payment Services will still be the final approver for ALL requisitions of $25,000 or more. • Checklist will be developed to guide department/school on review process. • Current policy of requiring bids for purchases of $25,000 or more would stay in place when non-sponsored dollars are used. o *Note: purchases on non-sponsored dollars between $10,000 and $25,000 that were not competitively bid will not be eligible for cost-transfer to any sponsored funding source unless the product or service is purchased from a Preferred Vendor. If any purchase between $10,000 and $25,000 is intended to utilize any sponsored dollars to support the purchase, then bids must be solicited.*

Complex Acquisition Threshold: Over $250,000	**Sealed Bids.** The Federal government's preferred procurement method for construction (when certain conditions apply), and for goods/services where price will be the main consideration for selecting the winning bidder. If sealed bids are used, the guidance outlines five explicit requirements to follow including: • bids must be solicited from an adequate number of known suppliers and provide sufficient time to respond; • the invitation for bids must be publicly advertised and define the items or services in order for the bidder to properly respond; • bids must be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly; • a firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder; and • any or all bids may be rejected if there is a sound documented reason. **Competitive Proposals.** This method is typically used when there are critical factors to consider beyond just price. Both fixed-price or cost-reimbursement type contracts can be used, and certain general requirements must be followed including: • Requests for Proposals (RFPs) must be publicized; • all evaluation factors must be identified in the RFP along with their relative importance; • proposals must be solicited from an adequate number of qualified sources (again - it's up to the grantee to define 'adequate'); • there must be a written method for conducting technical evaluations of the proposals received and for selecting recipients; and • contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.	• Multiple bids must be solicited for purchases of $25,000 or more, unless the product or service is purchased from a Preferred Vendor. • Bids can be solicited by department or school. • A Bid Documentation Form needs to be attached to the requisition. • ASRSP is included in work flow when sponsored dollars are used for purchases of $2,500 or more. • Procurement and Payment Services is the final approver for ALL requisitions of $25,000 or more.	• Bids for purchases of $250,000 or more will need to be formally solicited by Procurement and Payment Services when sponsored dollars are being used. • ASRSP will be included in work flow when sponsored dollars are used for purchases of $5,000 or more. • Procurement and Payment Services will still be the final approver for ALL requisitions of $25,000 or more. • Current policy of requiring bids for purchases over $25,000 would stay in place when non-sponsored dollars are used. Departments and schools can solicit their own bids or have Procurement handle the bid on their behalf. A Bid Documentation Form needs to be attached to the requisition.

Noncompetitive Proposals	The noncompetitive proposal, also called a 'no-bid' contract or sole-source procurement, applies in very specific situations that eliminates the need for competition in your solicitation process. Noncompetitive proposals apply to any procurement greater than $10,000 and are used when there is adequate 'justification for other than full and open competition.' This can occur when one or more of the following criteria are met: • the good/service is only available from a single source, • the grantee needs to meet a public exigency or emergency, • the Federal awarding agency has provided prior authorization, or • after soliciting a number of sources, the grantee determines that there is inadequate competition.	• A Sole Source Justification Form must be attached to the requisition. • ASRSP is included in work flow when sponsored dollars are used for purchases of $2,500 or more. • Procurement and Payment Services is the final approver for ALL requisitions of $25,000 or more.	• Department or school business office must attach a Sole Source Justification Form to the requisition for purchases of $10,000 or more when sponsored dollars are being used. • ASRSP will still be included in work flow when sponsored dollars are used for purchases of $5,000 or more. • Procurement and Payment Services will still be the final approver for ALL requisitions of $25,000 or more. • Current policy of requiring that a Sole Source Justification Form be attached to the requisition for purchases over $25,000 would stay in place when non-sponsored dollars are used.