**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.

<table>
<thead>
<tr>
<th>Micro purchase</th>
<th>Current Northwestern policy</th>
<th>Recommendation to ensure UG compliance</th>
</tr>
</thead>
</table>
| **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. |  
- 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. |

<table>
<thead>
<tr>
<th>Simplified Acquisition</th>
<th>Current Northwestern policy</th>
<th>Recommendation to ensure UG compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Threshold:</strong> Between $10,000 and $250,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- 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.  
- 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.  
  - 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. |

V.4 dated 5/22/18