

## 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.

	<b>Definition</b>	<b>Current Northwestern policy</b>	<b>Recommendation to ensure UG compliance</b>
<p><b><u>Micro purchase</u></b></p> <p>Threshold: Under \$10,000</p> <p>(Awaiting response to Northwestern’s request to raise threshold to \$25,000)</p>	<ul style="list-style-type: none"> <li>• Micro-purchases are defined as less than \$10,000.</li> <li>• No competitive quotes are required, and it’s up to the grantee to determine whether or not the price is reasonable.</li> <li>• The standard also requires that purchases be distributed equally among qualified suppliers to the extent practical.</li> <li>• Use of strategically sourced, preferred vendor contracts and iBuyNU does not conflict with this requirement.</li> </ul>	<ul style="list-style-type: none"> <li>• Departments and schools should purchase products and services from Preferred Vendors whenever possible.</li> <li>• Multiple bids are not required for purchases under \$25,000.</li> <li>• ASRSP is included in work flow when sponsored dollars are used for purchases of \$2,500 or more.</li> <li>• Procurement and Payment Services does not have to approve requisitions under \$25,000.</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple bids are not required for purchases under \$10,000.</li> <li>• The aggregate dollar amount must not exceed \$10,000, unless the product or service is purchased from a Preferred Vendor.</li> <li>• Purchases need to be reasonable, allocable and allowable.</li> <li>• ASRSP will be included in work flow when sponsored dollars are used for purchases of \$5,000 or more.</li> </ul>
<p><b><u>Simplified Acquisition</u></b></p> <p>Threshold: Between \$10,000 and \$250,000</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Bids can be solicited by department or school.</li> <li>• A Bid Documentation Form needs to be attached to the requisition.</li> <li>• ASRSP is included in work flow when sponsored dollars are used for purchases of \$2,500 or more.</li> <li>• Procurement and Payment Services is the final approver for ALL requisitions of \$25,000 or more.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Bids can be solicited by department or school.</li> <li>• Department or school business office will need to make sure Bid Documentation Form is attached to the requisition.</li> <li>• ASRSP will be included in work flow when sponsored dollars are used for purchases of \$5,000 or more.</li> <li>• Procurement and Payment Services will still be the final approver for ALL requisitions of \$25,000 or more.</li> <li>• Checklist will be developed to guide department/school on review process.</li> <li>• Current policy of requiring bids for purchases of \$25,000 or more would stay in place when non-sponsored dollars are used.                             <ul style="list-style-type: none"> <li>○ <i>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.</i></li> </ul> </li> </ul>

<p><b><u>Complex Acquisition</u></b></p> <p>Threshold: Over \$250,000</p>	<p><b>Sealed Bids.</b> 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:</p> <ul style="list-style-type: none"> <li>• bids must be solicited from an adequate number of known suppliers and provide sufficient time to respond;</li> <li>• the invitation for bids must be publicly advertised and define the items or services in order for the bidder to properly respond;</li> <li>• 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;</li> <li>• a firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder; and</li> <li>• any or all bids may be rejected if there is a sound documented reason.</li> </ul> <p><b>Competitive Proposals.</b> 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:</p> <ul style="list-style-type: none"> <li>• Requests for Proposals (RFPs) must be publicized;</li> <li>• all evaluation factors must be identified in the RFP along with their relative importance;</li> <li>• proposals must be solicited from an adequate number of qualified sources (again - it’s up to the grantee to define ‘adequate’);</li> <li>• there must be a written method for conducting technical evaluations of the proposals received and for selecting recipients; and</li> <li>• contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple bids must be solicited for purchases of \$25,000 or more, unless the product or service is purchased from a Preferred Vendor.</li> <li>• Bids can be solicited by department or school.</li> <li>• A Bid Documentation Form needs to be attached to the requisition.</li> <li>• ASRSP is included in work flow when sponsored dollars are used for purchases of \$2,500 or more.</li> <li>• Procurement and Payment Services is the final approver for ALL requisitions of \$25,000 or more.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• ASRSP will be included in work flow when sponsored dollars are used for purchases of \$5,000 or more.</li> <li>• Procurement and Payment Services will still be the final approver for ALL requisitions of \$25,000 or more.</li> <li>• 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.</li> </ul>
---	--	---	---

<p><b><u>Noncompetitive Proposals</u></b></p>	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• the good/service is only available from a single source,</li> <li>• the grantee needs to meet a public exigency or emergency,</li> <li>• the Federal awarding agency has provided prior authorization, or</li> <li>• after soliciting a number of sources, the grantee determines that there is inadequate competition.</li> </ul>	<ul style="list-style-type: none"> <li>• A Sole Source Justification Form must be attached to the requisition.</li> <li>• ASRSP is included in work flow when sponsored dollars are used for purchases of \$2,500 or more.</li> <li>• Procurement and Payment Services is the final approver for ALL requisitions of \$25,000 or more.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• ASRSP will still be included in work flow when sponsored dollars are used for purchases of \$5,000 or more.</li> <li>• Procurement and Payment Services will still be the final approver for ALL requisitions of \$25,000 or more.</li> <li>• 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.</li> </ul>
---	--	---	--