



THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

Uniform Guidance Procurement Standards

Key Highlights

UAH will implement Uniform Guidance Procurement Standards for purchases on Sponsored Programs starting October 1, 2018, in accordance with government regulations CRR 200.317-326

Primary goals to the procurement standards are:

- Increase reuse of existing equipment and supplies
- Increase competition when purchasing equipment and supplies
 - Minimize sole source purchases
- Purchases must be reasonable, allocable and allowable
 - Cost Allowability Guide is located at:

https://www.uah.edu/images/administrative/policies/07.06.01-VPR_CG_Cost_Policy.pdf



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Micro Purchase Threshold
(Under \$10,000)

Simplified Acquisition
(Between \$10,000 - \$250,000)

Complex Acquisitions
(Over \$250,000)

Competitive Proposals (Over \$10,000)

Sealed Bids & Competitive
Proposals (Over \$250,000)

MICRO PURCHASE	Definition	Current UAH Policy	Recommendation to Ensure UG Compliance
<p>Threshold: Under \$10,000</p>	<p>Defined as less than \$10,000</p> <p>No Competitive quotes are required, and it is up to the grantee to determine whether or not the price is reasonable.</p> <p>Standard also requires that purchases be distributed equally among qualified suppliers to the extent practical.</p> <p>Use of strategically sourced Preferred Vendor Contracts does not conflict with this requirement.</p>	<p>Departments and schools should purchase products and services from Contracted Vendors whenever possible.</p> <p>Multiple quotes are not required for purchase under \$10,000.</p> <p>C&G is included in work flow when sponsored dollars are used.</p>	<p>Multiple quotes are not required for purchases under \$10,000.</p> <p>Aggregate dollar amount must not exceed \$10,000 unless the product or service is purchased from a Contracted Vendor.</p> <p>Purchases need to reasonable, allocable, and allowable.</p>

Simplified Acquisitions	Definition	Current UAH Policy	Recommendation to Ensure UG Compliance
<p>Threshold: Between \$10,000 and \$250,000</p>	<p>Simple and informal procurements for services, supplies, or other property that are greater than \$10,000 and less than \$250,000.</p> <p>Grantees are required to receive quotations from an adequate number of sources.</p>	<p>Quotes from an adequate number of sources must be obtained for purchases \$10,000- \$15,000.</p> <p>Formal bids must be solicited for purchases for \$15,000 or more, unless the product or service is purchased from a Contracted Vendor.</p> <p>Formal bids cannot be solicited by department/school.</p> <p>A copy of any quotes received by the department needs to be attached to the requisition.</p>	<p>Formal bids must be solicited for purchases \$15,000 to \$250,000 when sponsored dollars are being used, unless the product or service is purchased from a Contracted Vendor.</p> <p>All formal bids must be solicited by Procurement.</p> <p>Current policy of requiring formal bids for purchases over \$15,000 or more would stay in place when non-sponsored dollars are used.</p> <p>The departments will have access to an inventory listing of all equipment on campus to reduce the duplication of purchases. Procurement will also do a secondary check for duplication.</p>

Complex Acquisitions Sealed Bids	Definition	Current UAH Policy	Recommendation to Ensure UG Compliance
<p>Threshold: Over \$250,000</p>	<p>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 requirement to follow including:</p> <ol style="list-style-type: none"> 1. Bids must be solicited from an adequate number of known suppliers and provide sufficient time to respond. 2. Invitation for bids must be publicly advertised and define the items or services in order for the bidder to properly respond. 3. 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 publically. 4. Firm fixed price contract award will be made in writing to the lowest responsive, responsible bidder. 5. Any or all bids may be rejected if there is a sound documented reason. 	<p>Formal bid must be solicited for purchases of \$15,000 or more unless the product or service is purchased from a Contracted Vendor.</p> <p>Formal bids cannot be solicited by department/school.</p> <p>VP Office will still be the final approver for all requisitions \$25,000 or more.</p>	<p>Bids for purchases of \$250,000 or more will need to be formally solicited by Procurement when sponsored dollars are being used.</p> <p>Current policy of requiring formal bids for purchases over \$15,000 would stay in place when non-sponsored dollars are used.</p> <p>Bid spreadsheet needs to be attached to the PO.</p>

Complex Acquisitions Competitive Proposals	Definition	Current UAH Policy	Recommendation to Ensure UG Compliance
<p>Threshold: Over \$250,000</p>	<p>The Competitive Proposal Method is 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> <ol style="list-style-type: none"> 1. Requests for Proposals (RFP's) must be publicized. 2. All evaluation factors must be identified in the RFP along with their relative importance. 3. Proposals must be solicited from an adequate number of qualified sources. 4. There must be a written method for conducting technical evaluations of the proposals received and for selecting recipients. 5. Contract must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered. 	<p>Formal bids must be solicited for purchases of \$10,000, unless the product or service is purchased from a Contracted Vendor.</p> <p>Formal bids cannot be solicited by department/school.</p> <p>C&G is included in the workflow.</p> <p>VP Office is final approver on all requisitions \$25,000 or more.</p>	<p>Formal bids for purchases over \$250,000 or more will need to be formally solicited by Procurement when sponsored dollars are being used.</p> <p>Current policy of requiring formal bids for purchases over \$15,000 would stay in place when non-sponsored dollars are used.</p> <p>Bid spreadsheet needs to be attached to the PO.</p>

Non-Competitive Proposals	Definition	Current UAH Policy	Recommendation to Ensure UG Compliance
<p>Non-Competitive Proposals – Sole Source</p>	<p>The non-competitive proposal, also called a ‘no-bid’ contract or sole-source procurement, applies in very specific situations that eliminate the need for competition in your solicitation process.</p> <p>Non-competitive proposals apply to any procurement greater than \$10,000 and are used when there is adequate ‘justification for other than full and open competition.’</p> <p>This can occur when one or more of the following are met:</p> <ul style="list-style-type: none"> • The goods/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 • After soliciting a number of sources, the grantee determines that there is inadequate competition. 	<p>A Sole Source Justification needs to be attached to the requisition.</p> <p>C&G is included in the work flow when sponsored dollars are used.</p> <p>VP office is the final approver for all requisitions \$25,000 or more.</p>	<p>Department/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.</p> <p>Current policy of requiring that a Sole Source Justification Form be attached to the requisition or purchase over \$15,000 would stay in place when non-sponsored dollars are being used.</p>

FAQs

Complex Acquisitions – Competitive Proposal Process

- Procurement Services web page for the bid process will be updated
 - The email address for departments/schools to use to send bid requests is purch@uah.edu
- Bid opportunities will be posted on the Procurement Website with a bid due date and time (meeting advertisement requirement)
- Vendors are to submit all bids through Vendor Registry
 - Bids will be kept in a central electronic folder until after the formal bid due date (meeting sealed bid requirement)
- Bid results will be summarized, Procurement will make award decision, in consultation with the department.
- Department will initiate requisition so an official Purchase Order can be sent to the vendor.

THANK YOU!

**For any questions please contact
Procurement Service at
256-824-6484**