



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

The primary goals of 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](https://www.uah.edu/images/administrative/policies/07.06.01-VPR_CG_Cost_Policy.pdf)



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**Micro Purchase Threshold**  
(Under \$75,000)

**Simplified Acquisition**  
(Between \$75,000 - \$250,000)

**Complex Acquisitions**  
(Over \$250,000)

Competitive Proposals (Over \$75,000)

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

| MICRO PURCHASE                       | Definition  | Current UAH Policy  | Recommendation to Ensure UG Compliance   |
|--------------------------------------|---|---|--|
| <p>Threshold:<br/>Under \$75,000</p> | <p>Defined as less than \$75,000</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>The 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 but may be obtained when possible or deemed necessary for purchases under \$75,000.</p> <p>C&amp;G approves all requisition requests when sponsored dollars are used.</p> | <p>Multiple quotes are not required but may be obtained when possible or deemed necessary for purchases under \$75,000.</p> <p>The aggregate dollar amount must not exceed \$75,000 unless the product or service is purchased from a Contracted Vendor.</p> <p>Purchases need to be reasonable, allocable, and allowable.</p> |

| Simplified Acquisitions                              | Definition   | Current UAH Policy   | Recommendation to Ensure UG Compliance   |
|--|--|--|--|
| <p>Threshold:<br/>Between \$75,000 and \$250,000</p> | <p>Simple and informal procurements for services, supplies, or other property that are greater than \$75,000 and less than \$250,000.</p> <p>Grantees are required to receive quotations from an adequate number of sources.</p> | <p>Quotes when possible or deemed necessary will be obtained for purchases of \$60,000- \$74,999.99.</p> <p>Formal bids must be solicited for purchases for \$75,000 or more unless the product or service is purchased from a Contracted Vendor.</p> <p>Formal bids cannot be solicited by the 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 of \$75,000 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>The current policy of requiring formal bids for purchases over \$75,000 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:<br/>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"> <li>1. Bids must be solicited from an adequate number of known suppliers and provide sufficient time to respond.</li> <li>2. Invitation for bids must be publicly advertised and define the items or services in order for the bidder to properly respond.</li> <li>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.</li> <li>4. Firm fixed price contract award will be made in writing to the lowest responsive, responsible bidder.</li> <li>5. Any or all bids may be rejected if there is a sound documented reason.</li> </ol> | <p>A formal bid must be solicited for purchases of \$75,000 or more unless the product or service is purchased from a Contracted Vendor.</p> <p>Formal bids cannot be solicited by the 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>The current policy of requiring formal bids for purchases over \$75,000 would stay in place when non-sponsored dollars are used.</p> <p>The 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:<br/>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"> <li>1. Requests for Proposals (RFP's) must be publicized.</li> <li>2. All evaluation factors must be identified in the RFP along with their relative importance.</li> <li>3. Proposals must be solicited from an adequate number of qualified sources.</li> <li>4. There must be a written method for conducting technical evaluations of the proposals received and for selecting recipients.</li> <li>5. Contract must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.</li> </ol> | <p>Formal bids must be solicited for purchases of \$75,000 unless the product or service is purchased from a Contracted Vendor.</p> <p>Formal bids cannot be solicited by the department/school.</p> <p>C&amp;G is included in the workflow.</p> <p>VP Office is the 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>The current policy of requiring formal bids for purchases over \$75,000 would stay in place when non-sponsored dollars are used.</p> <p>The 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 \$75,000 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"> <li>• The goods/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</li> <li>• After soliciting a number of sources, the grantee determines that there is inadequate competition.</li> </ul> | <p>A Sole Source Justification needs to be attached to the requisition.</p> <p>C&amp;G is included in the workflow when sponsored dollars are used.</p> <p>VP Office is the final approver for all requisitions \$25,000 or more.</p> | <p>The department/school business office must attach a Sole Source Justification Form to the requisition for purchases of \$75,000 or more when sponsored dollars are being used.</p> <p>The current policy of requiring that a Sole Source Justification Form be attached to the requisition or purchase over \$75,000 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](mailto: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**