

Brigham Young University
Summary of Purchasing Procedures for Purchases Using Federal Funds
(R01, R02, R03 Accounts)

Threshold	REQUIRED for Federal Funds, Cost-Share Funds or Expenses Transferred onto Federal Funds (R01, R02, R03 Accounts)
<p><u>Applies to All Purchasing Methods</u></p>	<ul style="list-style-type: none"> • Purchases need to be reasonable, allowable and allocable (i.e. charged to the Sponsored Project that receives the benefit of the purchase.) • Purchases should be distributed equitably among qualified suppliers to the extent practical. • Departments and schools should purchase products and services from Preferred Vendors whenever possible. • Purchasing will provide guidance and assistance to Campus Departments or Colleges, with Uniform Guidance steps, processes, review and documentation, as needed. • ALL requisitions that exceed \$10,000 require Purchasing's pre-approval.
<p><u>Micro-Purchase Threshold:</u></p> <p>The aggregate dollar amount of these transactions may not exceed \$10,000.</p>	<ul style="list-style-type: none"> • Multiple bids are not required for purchases under \$10,000. • Requisitions under \$10,000 do not require Purchasing's pre-approval
<p><u>Simplified Acquisition Small Purchase Procedures Threshold:</u></p> <p>Transaction dollar amount exceeds \$10,000 but may not exceed \$250,000.</p>	<ul style="list-style-type: none"> • At least two (2) bids must be solicited for purchases that exceed \$10,000, unless the product or service is purchased from a Preferred Vendor (that has already been vetted and compared with other vendors to ensure the best price). • Department or College business office must provide Purchasing with all bid-related documentation when submitting a purchase requisition. • If no quotes are considered, the Sole Source Justification process and forms are required.
<p><u>Complex Acquisition/Competitive Proposals Threshold:</u></p> <p>Transaction dollar amount exceeds \$250,000.</p>	<ul style="list-style-type: none"> • Same as above, in addition to the following: • Proposals must be solicited from at least two (2) qualified sources. • Bids for purchases that exceed \$250,000 will need to be formally solicited by Purchasing when sponsored dollars are being used. • Both fixed-price or cost-reimbursement type contracts can be used. • Requests for Proposals (RFPs) must be publicized. • All evaluation factors must be identified in the RFP along with their relative importance. • There must be a written method for conducting technical evaluations of the proposals received and for selecting recipients. • Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered. • ALL bid-related documentation must be attached to the requisition.
<p><u>Sole Source (Noncompetitive Proposals) Threshold:</u></p> <p>Transaction dollar amount exceeds \$10,000</p>	<ul style="list-style-type: none"> • Noncompetitive proposals apply to any procurement greater than \$10,000 and are used only when there is adequate justification for other than full and open competition. • In the instances where there are no competitive bids, the Sole Source Justification process and form must be implemented. • To be considered a sole source, and therefore exempt from the competitive bid process, one of the following conditions must be met: <ul style="list-style-type: none"> • <i>Available only from one source</i> • <i>Available when there is a public emergency that prohibits normal bid-process to take place</i> • <i>When federal agency authorized it in writing</i> • <i>After soliciting a number of sources, the grantee determines that there is inadequate competition</i>