

# **Procurement Standards 2024 Overview**

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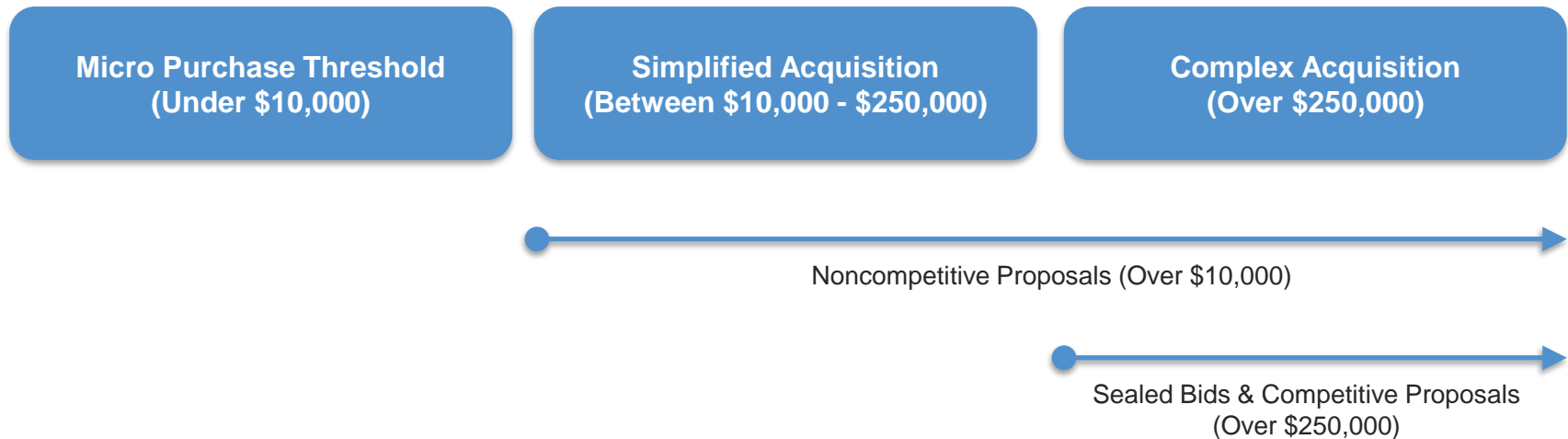
# Procurement Standards

Northwestern implemented the Uniform Guidance Procurement Standards for purchases on sponsored programs, in accordance with government regulations 2 CFR 200.317-326.

Primary goals of these procurement standards are to:

- increase reuse of existing equipment and supplies
- increase competition when purchasing equipment and supplies
- minimize sole sources

# Procurement Standards



# Definitions

- *Micro Purchase*
  - Defined as less than \$10,000
  - No competitive quotes are required
  - Use preferred vendors whenever possible
- *Simplified Acquisition*
  - Greater than \$10,000 and less than \$250,000
  - Multiple bids must be solicited
  - Bids can be solicited by department/school
  - Process can be more informal in nature
  - Use preferred vendors whenever possible

# Definitions

- *Non-competitive Proposals*
  - Greater than \$10,000
  - Justification for other than full and open competition. This can occur when one or more of the following are met:
    - The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold
    - The item is available only from a single source
    - The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation
    - The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity
    - After solicitation of a number of sources, competition is determined inadequate

# Definitions

- *Complex Acquisitions*
  - Defined as \$250,000 or more
  - Formal bids must be solicited
  - Bid must be conducted by Procurement and Payment Services (PPS) when sponsored dollars are being used in order to be in compliance
    - Defined evaluation criteria
    - Published sealed bid due date
    - Bid opportunity must be publicly advertised

# PPS Process

- Procurement and Payment Services web page has been updated to reflect the [Uniform Guidance Procurement Standards](#)
  - Email address was established for departments to use to send bid requests to PPS
- Bid opportunities will be posted on the PPS website with a bid due date and time (meets advertise requirement)
- Email address will be established for vendors to submit their bids
  - Bids will be kept in a central folder until after the formal bid due date (meets sealed bid requirement)
- Bid results will be summarized, PPS and department will make award decision
- Department will initiate requisition with Bid Documentation Form and quote attached so an official Purchase Order can be sent to the vendor

# Other Key Takeaways

- Purchases must be reasonable, allocable, and allowable
- A cost transfer for equipment and purchases over \$10,000 from non-sponsored to sponsored chart strings must also have multiple bids or a Sole Source Form attached to be eligible for transfer
- Accounting Services for Research and Sponsored Programs (ASRSP) approves transactions above \$5,000 for sponsored programs
- Procurement and Payment Services will continue to be the final approver for all requisitions over \$25,000
- These processes were implemented to ensure compliance with Uniform Guidance, which will help:
  - Minimize audit findings
  - Increase opportunities for Northwestern on future grant proposals



# Next steps

- There are some changes to Uniform Guidance coming up
  - ASRSP will be putting together a work group to discuss
  - Northwestern may seek approval to increase the simplified acquisition threshold to \$25,000 so it aligns with our standard Northwestern Purchasing and Payments policy
- Questions

Thank You