Uniform Guidance
Procurement Standards

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Uniform Guidance Procurement Standards

- Northwestern implemented the Uniform Guidance Procurement Standards for purchases on sponsored programs on September 1, 2018, 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

- Our team has been in the process of updating all related procedures, websites, and forms.
Key Highlights

- Multiple bids (at least 2 bids) must be solicited by departments and schools for purchases of $10,000 or more when sponsored funds are being used, unless the product/service is purchased from a Preferred Vendor.
  - Applies to grants and cooperative agreements only. It will be applicable to contracts only after the FAR is updated.

- A cost transfer for equipment and purchases of $10,000 or more from non-sponsored to sponsored chart strings must also have multiple bids attached, unless a Preferred Vendor is used, to be eligible for transfer.
Procurement and Payment Services (PPS) continues to be the final approver for all requisitions of $25,000 or more

Bids for purchases of $250,000 or more on sponsored programs are now formally conducted by PPS

Accounting Services for Research and Sponsored Programs (ASRSP) approves transactions for supplies and services of $5,000 or more for sponsored programs

Interim Expenditure Review process enacted to strengthen compliance over charges prior to award closeout

Purchases must be reasonable, allocable, and allowable
Key Highlights

• Cost Allowability Guide located at
  https://www.northwestern.edu/asrsp/expenses/cost-allowability-for-sponsored-charges.html

• Recent audit items related to procurement:
  - Equipment purchased within the last 6 months of an award
  - Supplies and materials purchased near the end of the award or posted after the end date
  - Travel expenses outside of the project period or not benefiting the project
Uniform Guidance Standards for Procurement

- Micro Purchase Threshold (Under $10,000)
- Simplified Acquisition (Between $10,000 - $250,000)
- Complex Acquisition (Over $250,000)

Noncompetitive Proposals (Over $10,000)

Sealed Bids & Competitive Proposals (Over $250,000)
Purchasing Decision Documentation & FAQs

• The Sole Source Justification and Bid Documentation process has been replaced by the Purchasing Decision Documentation process. Changes were partly made to better accommodate Uniform Guidance compliance.

• Uniform Guidance Procurement Standards
Thank You