

Accounting Services/ Business Service Center/Strategic Sourcing

As most of you already know, the procurement standards portion of the Uniform Guidance is becoming effective on purchases with federal grants beginning 7-1-18. We have updated a few procedures related to the new guidance.

Under the new guidance 2 CFR 200.318, we now have five purchasing thresholds. They are the following with the respective aggregate dollar amounts:

Micro-purchase - $1 - $9,999

Small Purchase - $10,000 - $150,000

Sealed Bid - Over $150,000 – Construction Projects

Competitive Proposal – Over $150,000

Sole Source – Unique or for Public Emergency – No competition

We have interpreted “aggregate dollar amounts” to mean a PO or invoice total.

Most of the purchases that are made by federal funds should fall within the micro-purchase and small purchase categories. Beginning on 7-1-18, if a purchase (either supply or service but not subcontract) needs to be made and the PO total or invoice total is greater than $10,000, the micro-purchase threshold, the department must get two quotes before ordering the product(s). These quotes must be attached to the requisition. Please save the two quotes as two separate documents in CUBuyPlus. If you are close to the total without shipping and you suspect it might go over the $10,000 when shipping is included, get a second quote. It will be easier to do on the front end vs. after the order is made.

The following are the instructions for attaching the quotes:

Save quote to desktop

Screen before requisition is reassigned to your BSC Specialist – go to “Order Attachment Section”

Browse for quote on desktop

Attach quote in **“Order Attachment Section”**

Please note: Comments in the “Delivery Notes” or documents in the “Order Attachments Section” are for external use and are sent to the vendor.

Comments in the “Justification Section” or documents included in the “Justification Attachments” are for internal use, and are not sent to the vendor. This is where the second quote should go.

If there is only one sole provider or you choose not to use the lowest quote, you will need to fill out and attach the “Sole Source Justification” form. I have attached the form to this e-mail. You can find it on the Strategic Sourcing website.

There will be a new approval queue added to federal grant purchases $10,000 and over, so please allow extra time for your requisition to get through this queue.

If you have a purchase over $150,000 please contact the strategic sourcing department directly, and they will help you with this type of purchase. There are guidelines for these purchases, but we will not detail that out here, since it would be a very rare circumstance.

Just a reminder that all international travel must comply with the Uniform Guidance rules. Travelers should be using Travel & Transport so we can be assured all standards are met. If someone goes outside of Travel & Transport, the processing time will be much longer as someone from accounting services will need to do the work manually to ensure compliance.

This is the link to the actual procurement standards in the Uniform Guidance:

https://www.ecfr.gov/cgi-bin/text-idx?SID=7431f034154c855de65efab9f5f318c0&mc=true&node=sg2.1.200\_1316.sg3&rgn=div7

Thank you for your assistance on implementing the new standards. Please call any of us with questions.

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