Federal Procurement Standards

Federal Procurement – Micro-Purchase Requirement

The Federal Procurement Standards required under Uniform Guidance (UG) are effective July 1, 2018. UG is a set of regulations (see 2 CFR 200) that consolidates Federal regulations contained in prior OMB Circulars A-21 and A-110.

This standard applies to all federal awards. A federal award can be determined by referring to the Award segment numbering in the chart of accounts as follows:

- The Award number for a federal sponsored award starts with one of the following number schemes: 11XXXXX, 12XXXXX, 21XXXXX, 22XXXXX.

Procurement guidance is specifically located in sections 200.317-200.326. This guidance focuses on increased competition and transparency in the procurement process, including conflict of interest.

Effective July 1, 2018 any purchases for goods and/or services against a Federal award of $10,000 or more, in the aggregate (referred to as the micro-purchase threshold or MPT) will require three (3) quotes to be attached to the requisition in BobcatBUY except when the purchase is made from a Preferred Supplier.

Preferred Suppliers

This requirement will not apply to purchases made from Preferred Suppliers, regardless of the source of funds paying for the purchase, as those suppliers have already gone through the competitive bidding process and the University has determined pricing is reasonable under Federal regulations.

The following is an example of a Preferred Supplier that is approved on the Preferred Supplier List and does not require three (3) quotes to be attached to the requisition in BCB:

**Preferred Supplier List**

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Commodity Code</th>
<th>Goods/Service Description</th>
<th>BCB Cat</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>VWR International Inc</td>
<td>LABORATORY/MEDICAL EQUIPMENT &amp; SUPPLIES</td>
<td>Misc. Scientific Chemicals, Equipment &amp; Supplies</td>
<td>Yes</td>
<td>11/30/2024</td>
</tr>
<tr>
<td>VWR International LLC dba Ward's Science</td>
<td>LABORATORY/MEDICAL EQUIPMENT &amp; SUPPLIES</td>
<td>Misc. Scientific Chemicals, Equipment &amp; Supplies</td>
<td>No</td>
<td>11/30/2024</td>
</tr>
</tbody>
</table>
## Purchasing Threshold Requirements

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Under $10,000</th>
<th>$10,000-up to $50,000</th>
<th>$50,000-up to $200,000</th>
<th>$200,000</th>
<th>Affordability &amp; Efficiency Exception Allowed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Funds, Foundation Funds &amp; Non-Federal Sponsored Projects</td>
<td>Goods &amp; Services - Open-market purchase - check BCB &amp; preferred supplier list first</td>
<td>Goods &amp; Services - Open-market purchase - check BCB &amp; preferred supplier list first</td>
<td>Must be competitively bid through a formal solicitation process conducted by Purchasing unless purchased from PREFERRED SUPPLIER</td>
<td>Must be competitively bid through a formal solicitation process conducted by Purchasing</td>
<td>YES</td>
</tr>
<tr>
<td>Federal Sponsored Projects (in accordance with Uniform Guidance 2 CFR 200, FAR and M-18-18)</td>
<td>Goods &amp; Services - Open-market purchase - check BCB &amp; preferred supplier list first</td>
<td>Three (3) quotes received either by supplier e-mail, letterhead or website or must purchase from a preferred supplier. Justification required for sole source goods or services.</td>
<td>Must be competitively bid through a formal solicitation process conducted by Purchasing unless purchased from PREFERRED SUPPLIER</td>
<td>Must be competitively bid through a formal solicitation process and a cost or price analysis conducted by Purchasing</td>
<td>NO - A&amp;E exception process does not apply to Federal Sponsored Projects</td>
</tr>
</tbody>
</table>

References:
- Uniform Guidance 2 CFR 200
- Federal Acquisition Regulation (FAR)
- M-18-18 OMB Statutory Changes.pdf

### BobcatBuy Process

For aggregate purchases of $10,000 up to the bid limit of $50,000 from BobcatBuy (BCB) suppliers not on the Preferred Supplier list complete the steps below when using one of the following award number schemes:

#### 11XXXX, 12XXXXX, 21XXXXX, 22XXXXX

Example of an aggregate purchase from LSM TECH LLC for $14,680 with following items purchased:

1) Controller Replacement upgrade for Zeiss LSM 510 $6,865.00: account# 12345-10-1112345  
2) Service Visit for the Zeiss LSM 510 $3,325: account# 12345-10-1112345  
3) Zeiss 2040-292 lens $4,490.00: account# 23456-20-4100001

**STEP 1:** Verify the purchase in aggregate is $10,000 or greater from a federal award. The example above meets the threshold due to lines 1) and 2) are charged to a federal award #1112345 and totals $10,190 which is over the $10,000 threshold.

**STEP 2:** Verify the supplier is not on the Preferred Supplier List.

Enter the supplier name, LSM TECH LLC, in the Apply filter field and verify against the Preferred Supplier List. The list displayed “No matching records found”; therefore, this supplier is not a Preferred Supplier and requires three (3) quotes.
Preferred Supplier List

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Commodity Code</th>
<th>Goods/Service Description</th>
<th>BCB Cat</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No matching records found

**STEP 3:** Obtain three (3) quotes from three suppliers:

Acceptable forms of documentation from the supplier to support the three (3) quotes requirement include:

- emails that include an email address from the supplier,
- a letter on supplier letterhead (hard copy or electronic form), or
- quotes obtained from a supplier website, please make sure that the web address is visible on the website quote.

**NOTE:** Purchases must be awarded to the supplier whose quote is most advantageous to the program, with price and other factors considered.

**STEP 4:** Follow BCB process to complete requisition and complete the following Compliance Questions on the BCB Draft Requisition as shown in the screen print below.

Does this purchase require A&E purchasing? **NO** (please refer to the Affordability & Efficiency webpage to properly answer this question)

**Uniform Guidance:** Does the purchase total $10,000 or greater on a federal award? **YES**

Select **edit** to change the **Uniform Guidance** question from NO to YES and click **Save**.

Federal Procurement Standards 7-1-18
Compliance Questions will display as follows:

<table>
<thead>
<tr>
<th>Compliance Questions</th>
<th>?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does this purchase require A&amp;E purchasing Exception?</td>
<td>NO</td>
</tr>
<tr>
<td>Exception Requested by?</td>
<td>no value</td>
</tr>
<tr>
<td>Exception Reason</td>
<td>no value</td>
</tr>
<tr>
<td>A&amp;E Justification</td>
<td>no value</td>
</tr>
<tr>
<td>A&amp;E Justification</td>
<td>no value</td>
</tr>
</tbody>
</table>

Uniform Guidance

Does the purchase total $10,000 or greater on a federal award?

**STEP 5**: Add attachments gathered in Step 3. Attach selected supplier’s quote as an External attachment and the other two quotes as Internal attachments by clicking on Add Attachments in appropriate box.

**STEP 6**: Submit requisition once all processes are completed in BCB.