

# **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

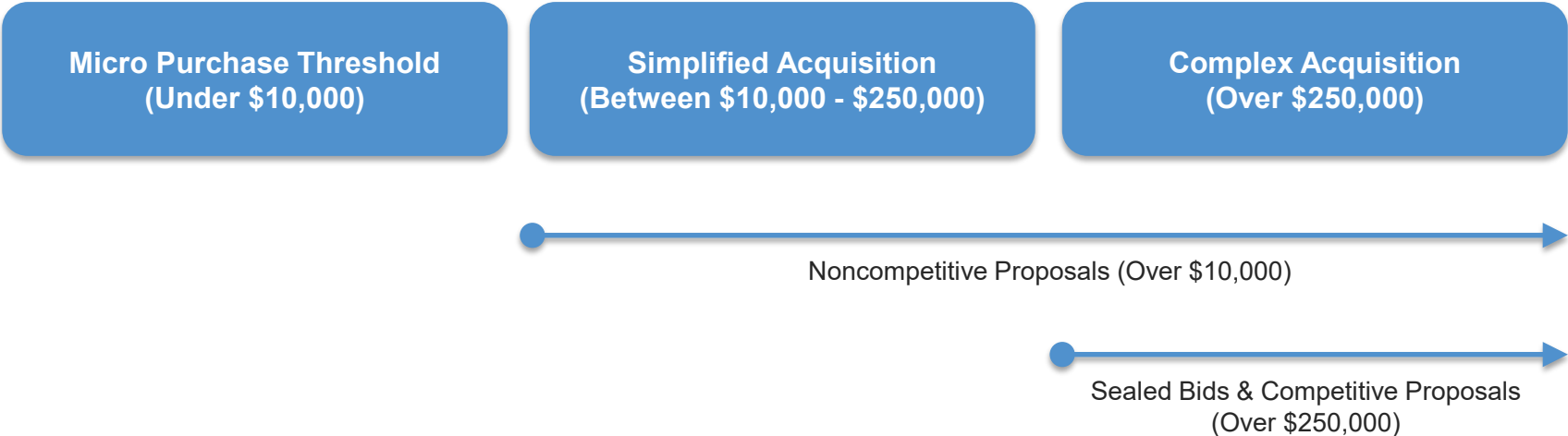
# Key Highlights

- 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



# 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
  - <https://www.northwestern.edu/procurement/purchasing/purchasing-strategic-sourcing/bid-process/uniform-guidance-procurement-standards.html>

**Thank You**