

A Guide to Grant Procurement

What is Uniform Guidance?

Uniform Guidance (UG) is the set of rules and regulations that govern the administration of federally funded projects during its lifespan. The bulk of Uniform Guidance came into effect on December 26, 2014, but much of the guidelines that impact University Procurement Services were delayed. As a result, Rowan became compliant with UG standards by July 1, 2018, a requirement to remain eligible to receive federal funds. Uniform Guidance guidelines are meant to combine, update, and supersede the OMB Circulars and federal guidelines, including A-21, A-110, and A-133. The standards are laid out in sections 200.317-200.326 of the [CFR Title 2, Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#). All expenditures utilizing federal award funds are allowable in accordance with [45 CFR Part 75](#) (Uniform Administrative Requirements, Cost Principles and Audit Requirements for HHS Awards).

Procedures:

Because Rowan is body corporate and politic of the State, we are required to include New Jersey Procurement regulations, as well as our internal requirements while complying with UG. The Office of Contracting & Procurement (OC&P) has implemented University Procurement policies and procedures to align with UG and has created checklists based on purchase amount to assist units with UG compliance and University requirements.

Follow Procurement Steps one (1) thru five (5) below.

The more information that is provided to the Office of Contracting & Procurement upfront, the quicker the turn-time will be.

Step 1: Pre-Procurement:

Whenever possible, Rowan University must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used. For a list of vetted suppliers, please contact supplierdiversity@rowan.edu.

Federal Excess & Surplus Property: the OC&P encourages the use of federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs. (Account Code 7645)

Step 2: Vendor / Sub Awards:

- A.** Do you know the vendor or subaward you will be utilizing?
- 1. Yes.** Is the vendor/sub already established in Banner?
 - a. Yes.** Provide Banner ID.
 - b. No.** Start the onboarding process. Information found [here](#).
 - 2. No.** Stop here until vendor/sub is determined.

If you have questions during the onboarding process, please reach out to vendors@rowan.edu

Step 3: Determining the Procurement Method

Federal and State regulations require competitive procurement whenever possible. The most common procurement methods when using grant funding fall under competitive, i.e., quotes or public offering, or sole source.

There are certain pricing thresholds that will be followed.

Public Works (Prevailing Wage) Thresholds

Purchases between \$7,880.00 - \$39,399.99
Three Quotes
Sole Source Approval
Previously Established Bid
State Contract
Cooperative Purchasing Agreement
Emergency
Three Quotes
Purchases over \$39,400.00
New Bid (IFB/RFP)
Sole Source Approval
Previously Established Bid
State Contract
Cooperative Purchasing Agreement
Emergency

What is Prevailing Wage? In NJ government contracting, a prevailing wage is defined as the hourly wage, usual benefits, and overtime, paid to most workers, laborers, and mechanics within a particular area. This is usually the union wage. You can find more information [here](#).

Common trades subject to prevailing wage:

- Carpenter
- Electrician
- General Contractor
- HVAC
- Painter
- Plumber
- Roofer

Prevailing Wage procurements are uncommon for grant funded projects.

Non-Public Works Thresholds

Purchases between \$20,000 - \$99,999.99
Three Quotes
Sole Source Approval
Previously Established Bid
State Contract
Cooperative Purchasing Agreement
Emergency
Three Quotes
Purchases over \$100,000.00
New Bid (IFB/RFP)
Sole Source Approval
Previously Established Bid
State Contract
Cooperative Purchasing Agreement
Emergency

Special Considerations for Public Works & Non-Public Works
Procurements over \$250,000.00
Independent Price Analysis: (Bids, State Contract, Coop)
Cost Analysis: Sole Source, Emergency
Contract Deliverables Tracker
Additional Commodity Specific Requirements
ITAP Submission – for all software, hardware, or IRT services
Contract Submission
Independent Contractor Process

Step 4: Grant Procurement Approval & Required Documentation – *You are required to submit a Grant Purchase Approval Request prior to receiving your purchase order.*

Prior to submitting a request, you should be prepared for the following:

- Banner ID for vendor(s) / subawards
- Ability to address pre-procurement questions.
- Procurement method in place
- Any additional approvals, i.e., Contract, Sole Source, Bid Award, ITAP
- Completed Conflict of Interest Form

You can find the Grant Procurement Approval Request and Conflict of Interest Forms [here](#).

After you receive the approvals to move forward, enter your requisition into Banner. *If your requisition is already entered, you will be directed to the grant procurement approval request prior to receiving the purchase order.*

Step 5: Payment:

Your requisition will move through approval queues established by your Department, Finance & Post Award. Once converted to a purchase order, your department will receive po via email and should be forwarded to the vendor/sub-ASAP.

Complete appropriate receiving and forward all invoices to invoices@rowan.edu. Payment terms are Net 30.

Point of contact for all grant related inquiries:

Interim POC: Rebecca Hartman x. 64165

