

## Grant Procurement Process

**What is Uniform Guidance?** Uniform Guidance (UG), is the set of rules and regulations that governs 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 in order to remain eligible to receive federal funds. Uniform Guidance guidelines is 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 an entity 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.

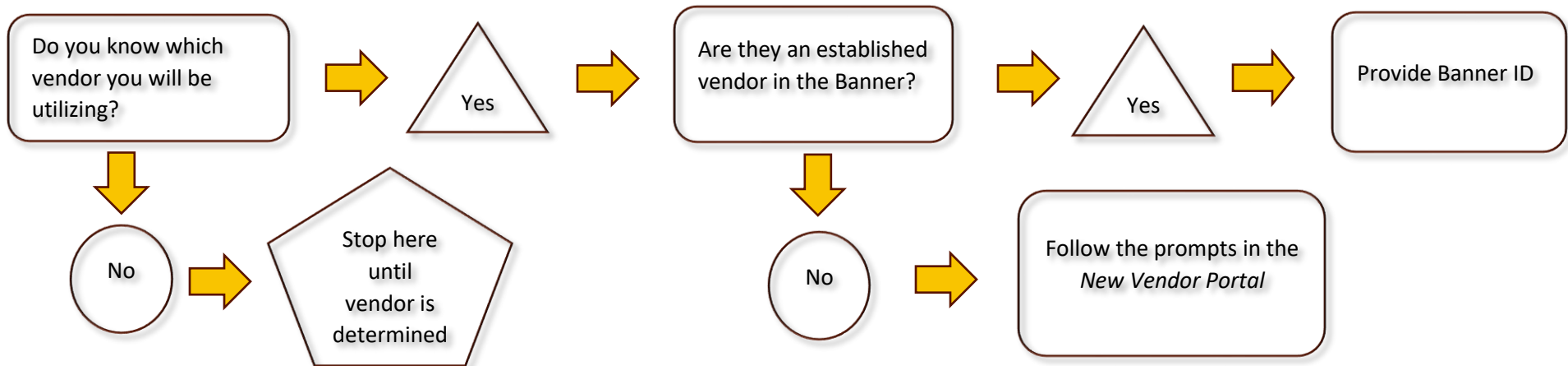
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### Step 1: Pre-procurement

- A. 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](mailto:supplierdiversity@rowan.edu).
- B. Federal Excess & Surplus 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.

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### Step 2: Vendor



**Step 3: Procurement:** Determine Procurement Method

Purchases between \$10,000 - \$34,440
Three Quotes
<a href="#">Sole Source Approval</a>
Previously Established Bid
State Contract
Cooperative Purchasing Agreement
Emergency
Purchases over \$34,440
New Bid (IFB/RFP)
<a href="#">Sole Source Approval</a>
Previously Established Bid
State Contract
Cooperative Purchasing Agreement
Emergency

Special Considerations for Purchases Over \$150,000
Independent Price Analysis: New Bid (IFB/RFP), State Contract, Cooperative Agreement
<b>Cost Analysis</b> : Sole Source, Emergency
<a href="#">Contract Deliverables Tracker</a>
Additional Requirements
<a href="#">ITAP Submission</a> – for all software, hardware, or IT professional services if applicable
<a href="#">Contract Submission</a> if applicable
<a href="#">Independent Contractor Process</a> if applicable
Required Documentation (outlined below)

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**Step 4: Required Documentation**

Grantee/Project Manager

- [Conflict of Interest](#)
- [Approval Form](#) – may be asked to submit at vendor setup, contract approval request and/or sole source request.

Vendor

- [State Contract Package](#) – may be asked to submit at vendor setup, contract approval request and/or sole source request.
- [Employee Information Report](#)– may be asked to submit at vendor setup, contract approval request and/or sole source request.

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**Step 5: Grant Purchase Approval Submission** – *prior to submitting request, you should have a vendor ID, be able to address pre-procurement questions, have a procurement method in place, received any additional approvals, i.e., Contract, Sole Source, Bid Award, ITAP and have necessary documentation completed.*

Prior to entering requisition and following Steps 1-5
<a href="#">Grant Small Purchase Approval Submission</a> (\$10,000 - \$150,000)
Grant Large Purchase Approval Submission (\$150,000 +)

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**Step 6:** After you receive all of the approvals to move forward, you can enter the requisition in Banner.

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