

Rowan University Grant Purchase Portal

What to Expect?

Sections 1 – 4 are required for all purchase requests.

Section 1

Required for grant purchases that will be over \$20,000 in a fiscal year period (July 1 - June 30). This form encompasses the sole source approval.

1. Requester / End-user
2. Requesting Department

Section 2

Life of Grant

The following sections only need to be completed once during the life of the grant. A unique number will be assigned which can be used during the requisition process until the grant officially ends.

1. When does the grant end?
2. Name of the vendor selected for purchase.
3. Vendor Banner ID
4. Fund
5. Organization

Section 3

Required Documentation for Grantee (PI)

Required for all procurements. You can find the documents on the Uniform Guidance [webpage](#).

1. [Conflict of Interest Form](#)
2. Subaward Documentation

Section 4

Excess Surplus

An excess or surplus inventory check should be done to assess opportunity to avoid purchasing new equipment and vehicles. Fixed Asset account 7645.

1. Has surplus equipment been considered as an alternative purchase?

Supplier Diversity

Rowan encourages supplier diversity. Small, minority-owned, woman-owned, disadvantaged, veteran owned, and

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Labor Surplus Area (LSA) businesses should have the maximum practicable opportunity to participate in solicitation of bids. For more information refer to the University Supplier Diversity Program [webpage](#).

2. Have you solicited from one of the above-mentioned supplier diversity classifications?

Contract

If you have not submitted your contract for approval, please do so [here](#).

1. Is there a contract associated with this procurement?
2. If you answered yes, please provide contract number below. If you do not know your contract number, please contact the OC&P.

What is the total anticipated spend for this purchase?

- <\$19,999.99
- \$20,000-\$99,999.99
- \$100,000.00-\$249,999.99
- >\$250,000.00

The cost and procurement thresholds have different requirements. The sections in this form will be visible dependent on your responses.

Please list the total anticipated annual spend for this purchase.

Please list the total aggregate anticipated spend for this purchase. If this is a multi-year grant purchase, please include the overall spend for all years of this purchase.

If the aggregate spend for the current fiscal year will remain under \$20,000, your request will be completed following this step.

ITAP number

Please note IRT requires a new ITAP each year.

Section 5: If you select \$20,000 - \$99,999.99 in Section 4, you will be routed here.

Method of Procurement: \$20,000.00 - \$99,999.99

Please note, the sole source approval for grants is now included in this form submission. If you would like to submit for a sole source approval, be sure to select "Submitting for a Sole Source Approval" below. No separate sole source submission is required for grant purchases.

Select your procurement method below:

- Three Quotes
- Submitting for Sole Source Request
- Public Bid (IFB/RFP)
- Previously established bid
- State Contract
- Cooperative Purchasing
- Emergency

For Sole Source purchases select "Submitting for a Sole Source Approval". No separate sole source submission is required for grant purchases.

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Section 6: Method of Procurement: Three Quotes

Method of Procurement: Three Quotes

If you selected "Three Quotes", please upload your quotes below. Once approved, please send the quotes to requisitions@rowan.edu. If you do not have three quotes, please contact the OC&P.

Section 7: If you select \$100,000.00 - \$249,999.99 in Section 4, you will be routed here.

Method of Procurement: \$100,000.00 - \$249,999.99

Please note, the sole source approval for grants is now included in this form submission. If you would like to submit for a sole source approval, be sure to select "Submitting for a Sole Source Approval" below. No separate sole source submission is required for grant purchases.

- Submitting for Sole Source Request
- Public Bid (IFB/RFP)
- Previously established bid
- State Contract
- Cooperative Purchasing
- Emergency

For Sole Source purchases select "Submitting for a Sole Source Approval". No separate sole source submission is required for grant purchases.

Section 8: If you select \$250,000.00 in Section 4, you will be routed here.

Method of Procurement: >\$250,000.00

Please note, the sole source approval for grants is now included in this form submission. If you would like to submit for a sole source approval, be sure to select "Submitting for a Sole Source Approval" below. No separate sole source submission is required for grant purchases.

- Submitting for Sole Source Request
- Public Bid (IFB/RFP)
- Previously established bid
- State Contract
- Cooperative Purchasing
- Emergency

For Sole Source purchases select "Submitting for a Sole Source Approval". No separate sole source submission is required for grant purchases.

Price Analysis

One of the below price analysis methods is required for all procurements over \$250,000. You can find more information and the Cost Analysis Form on the Uniform Guidance [webpage](#).

Which price analysis did you perform?

- Independent Price Estimate
- Cost Analysis

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If you performed a pre-procurement Independent Price Estimate, please upload quotes.

If you performed a Cost Analysis, please upload form here.

Section 9: Method of Procurement: **Public Bid (IFB/RFP)/State Contract/Cooperative**

Method of Procurement: **Public Bid (IFB/RFP), State Contract, Cooperative**

Please provide the bid number or contract number(s) below. If you do not know your bid, cooperative, or contract number, please contact the OC&P.

Section 10: Method of Procurement: **Emergency**

Method of Procurement: **Emergency**

If you selected "Emergency", please provide the emergency declaration below. If you do not have an emergency declaration, please contact the OC&P.

Section 11: Method of Procurement: **Sole Source**

Method of Procurement: **Grant Sole Source Request / Justification**

It is the policy of Rowan University to procure all materials, equipment, supplies, and services through competitive means. However, there exists a category of expenditure whereby such open bidding is not possible due to the product or service being available from only one source. In those instances, the Office of Contracting & Procurement (OC&P) upon appropriate justification, will act with all due diligence to obtain the product or service at the best possible price to the University.

By submitting this form, you attest that the products and/or services requested cannot be competitively bid.

Product Specifications

Fields may not be "required" to move forward, but that does not mean they shouldn't be filled out. You will be asked to resubmit your request due to incomplete or insufficient information provided. The more detail provided, the quicker the review period will be.

- Proposed Product / Service & Detailed Description:
 - Supporting Documentation, i.e., quote, proposal, contract.
 - Justification (If subaward, please add "subaward")
1. Is this request for the standardization of existing equipment?
 2. Does the requested product have unique design/performance specifications which are essential to your research protocol, clinical investigations or other needs and are not available in comparable products?
 - These capabilities are:
 3. In addition to the product requested, have you contacted other suppliers to consider their product of similar capabilities?
 4. Are these products unacceptable because they lack one or more of the technical specifications described above?
 5. Is the requested product one with which you, or your staff, have specialized training and/or extensive experience? And retraining would incur substantial costs?

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List any other factors that may help OCP make a determination in this matter:

Section 12

Next Steps

After your submission is received, OCP will review and be in touch should any additional information be needed.

Once your submission is reviewed and approved, you will receive an email notification and approval number.

Once the approval number is received, you will be able to create your requisition in Banner. Be sure your approval number is included with all requisitions submitted for this approval through the life of the grant.

Please forward the approval email to requisitions@rowan.edu with your requisition number in the subject line.

We will provide a purchase order ASAP.