

## Rowan University Grant Purchase Portal

### What to Expect?

#### Section 1: Uniform Guidance Instructions

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 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).

Because Rowan is a 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.



#### Non-Public Works Thresholds

< \$19,999.99	Three quotes are encouraged but not required.
\$20,000.00 - \$99,999.99	Small Purchase / Simplified Acquisition Threshold - see guidelines
> \$100,000.00	Large Purchase - see guidelines
> \$250,000	Special Considerations (outlined below)

#### Prevailing Wage (Public Works) Thresholds

< \$7,879.99	Three quotes are encouraged but not required.
\$7,880.00 - \$39,399.99	Three quotes are required, unless an exception applies.
>\$39,400.00	<a href="#">Public bid</a> is required

For additional procurement and compliance requirements, please visit the general procurement page [here](#).

#### Pre-Procurement for All Purchases:

- 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. (Account Code 7645)

**Special Considerations for Federal Award Purchases \$250,000 (+)** OC&P is responsible for conducting the Formal Bid process for all single purchases over the current bid threshold and greater, including federal award purchases; however, if your purchase potentially exceeds \$250,000 there are additional requirements.

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- **Option 1: Pre-procurement and Independent Price Analysis:** (quotes from three or more vendors) or cost analysis (instructions below) prior to bid solicitation for federal awards resulting in purchases \$250,000 (+), to comply with one of the UG requirements. The estimate should be attached to the requisition as an internal attachment.
- **Option 2: Cost Analysis:** A cost analysis should be done if an independent price analysis cannot be done. UG requires that for federal awards \$250,000 (+) with no price competition, e.g., sole source, emergency, you will not need to obtain an independent price analysis, but you will be required to perform a cost analysis with profit evaluation. The analysis should be uploaded into the portal as an internal attachment.

To assist the units with this requirement, OC&P has created a template and accompanying instruction:

- [Cost Analysis – Purchases \\$250,000\(+\)](#)
- [Cost Analysis & Profit Evaluation Instructions](#)

**Tracking Deliverables:** After the purchase, you are responsible for ensuring that the goods, services, deliverables, and supplier payments are consistent with the requirements set forth in the related contract or purchase order. You are not required to submit tracking information to OC&P.

To assist the units with this requirement, we have created a template and accompanying instruction:

- [Contract Deliverables Tracker](#)
- [Contract Deliverables Tracker Instructions \(PDF\)](#)

## Vendor Information / Attachments

Search Registered Vendors

Vendor

Zip Code

Within

5 Miles

▼

### Attachments

Please add your attachments below.

Add Attachment

## Form Fields

### ▼ On This Page

- Product/Service Information (2)
- Uniform Guidance Requirements (3)
- Procurement Requirements (20)
- Additional Requirements (4)

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### ▼ Product/Service Information

Stop here if your fiscal year aggregate spend will remain under \$20,000. You do not need to complete this form. Please use the Non-catalog link for regular orders or the Standing Order Form.

Product/Service Description. ★ ⓘ

2000 characters remaining

#### Pro-Tip:

Please outline clearly in the description what your purchase is for. This is the information that carries over onto the purchase order. The vendor will need to know how to fulfill your

The value should include the total purchase cost. Once approved by OC&P, this will transfer to a purchase order. ⓘ

Unit Price ★  USD Quantity ★  Total 0.00 USD

Service Start Date ★   
mm/dd/yyyy

Service End Date ★   
mm/dd/yyyy

Before forms were implemented in ProConnect, grant purchases over \$20,000 required review and approval by OC&P, with that approval remaining valid for the life of the grant. At that time, a UG (approval) number was assigned to your request, and it is still valid today. However, we encourage you to initiate a new request in ProConnect so that all approvals are maintained within the same system moving forward.

Has this form already been approved by OC&P? ★

☒ Yes ☐ No

If you previously submitted this form in ProConnect and the purchase order has since been closed, please select 'Yes' and include your previously approved purchase order number. We will cross-reference it with our records to help ensure no duplicative work is created.

If you answered yes to the previous question, please provide approved PO# and/or UG#.

#### Pro-Tip:

If you select Yes, the remaining questions on the form will not be triggered. We will verify that the PO/UG number has a corresponding approval.

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### ▼ Uniform Guidance Requirements

The following paragraph is the Conflict of Interest Attestation. Who are you agreeing on behalf of? \*

**Pro-Tip:**

This section replaces the Conflict-of-Interest Form. You will no longer be required to submit as a separate attachment.

An employee cannot participate in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent conflict of interest. This conflict arises if the employee, officer, agent, or their immediate family, partner, or an organization employing them has a financial or personal interest in a firm considered for a contract. University officers, employees, and agents must not solicit or accept gratuities, favors, or anything of monetary value from contractors or subcontractors. By agreeing, you confirm that no employee, officer, agent, or their immediate family, partner, or organization has a financial or personal interest in a firm considered for a contract or business relationship with Rowan University related to the goods or services specified in the contract or solicitation. \*

☒ Agree ☐ Disagree

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.) Has surplus equipment been considered as an alternative purchase? \*

☐ Yes ☐ No

Select your anticipated spend for the fiscal year.

### ▼ Procurement Requirements

What is the total anticipated spend for this purchase? Note: If your request is less than \$20,000, please cancel this request and submit a punchout, non-catalog, or standing order request. \*

\$20,000-\$99,999.99.99

\$100,000.00-\$249,999.99

>\$250,000.00

**Pro-Tip:**

If your purchase will remain under \$20,000 for the fiscal year, you do not need to fill out this form. Stop here and enter either a Non-Catalog or Standing Order request.

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Once you choose from the dropdown, different procurement methods will be available depending on the cost selected.

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

Three Quotes  
Submitting for Sole Source Request  
Public Bid (IFB/RFP), State Contract, Cooperative Agreement  
Emergency

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

Submitting for Sole Source Request  
Public Bid (IFB/RFP), State Contract, Cooperative Agreement  
Emergency

Method of Procurement: >\$250,000.00 \*

Submitting for Sole Source Request  
Public Bid (IFB/RFP), State Contract, Cooperative Agreement  
Emergency

Once you select your Method of Procurement, an additional set of requirements will appear.

Method of Procurement: **Three Quotes**

If you selected "Three Quotes", please upload your quotes.

Upload at least three competitive quotes. \*

No File Attached

Method of Procurement: **Sole Source**

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

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

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

Submitting for Sole Source Request ▼

How would you categorize your sole source request? ★ ?

▼

Authorized Service Provider

Compatibility, products which match existing equipment, item standardization, replacement parts

Delivery Date

One-of-a-Kind

Project, Research, or Instructional Continuity

Requirement by Funding Source

Unique and innovative concept

Unique Design

### **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 OC&P.

Provide associated public offering title and number. ★

### **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.

Please attach Emergency Purchase Letter approved by CFO. ★

No File Attached Upload

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### Price Analysis

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

Which type of price analysis was performed? ★

### Cost Analysis

If you performed a Cost Analysis, please upload form here: ★

No File Attached

Upload

### Independent Price Estimate

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

No File Attached

Upload

### ▼ Additional Requirements

Is there a contract associated with this request? ★

☒ Yes ☐ No

Please upload contract: ★

No File Attached

Upload

Is this request subject to Get Technology Approval? ★

☒ Yes ☐ No

Please upload approval email:

No File Attached

Upload

Once your requisition is submitted for approval, it will first route to your Fund/Org Approver (OSP). Upon approval, the request will proceed to the Office of Contracts & Procurement (OC&P) for review. Once OC&P approves the requisition, it will automatically be converted into a purchase order and sent to the selected vendor for fulfillment.

For any questions, please reach out to [proconnectsupport@rowan.edu](mailto:proconnectsupport@rowan.edu)