

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	Public bid 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.



- 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:

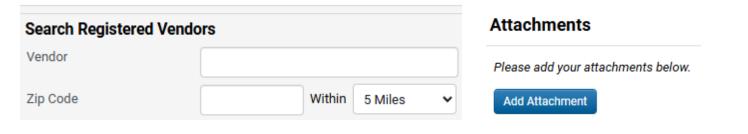
- Cost Analysis Purchases \$250,000(+)
- Cost Analysis & Profit Evaluation Instructions

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



Form Fields



Product/Service Information (2)

Uniform Guidance Requirements (3)

Procurement Requirements (20)

Additional Requirements (4)



anding Order Form.			do not need to complet			-
Product/Service Descriptio	on.* \varTheta					_
2000 characters remainin	g		li di	Pro-Tip: Please outline cle your purchase is f carries over onto vendor will need t	or. This is the inf the purchase ord	ormation that der. The
he value should include th	ne total purchase cost. O	nce approved by OC&P, t	this will transfer to a pu	rchase order. •		
Jnit Price ★		USD	Quantity 🛨		Total	0.00 USD
ervice Start Date ★		Defere forms were	implemented in Dr	aCannaat arant nurah		0 naminad naviaw
ervice Start Date 🖈	mm/dd/yyyy			oConnect, grant purch		
	mm/dd/yyyy	and approval by O UG (approval) num	C&P, with that appro	oConnect, grant purch oval remaining valid fo o your request, and it i st in ProConnect so th	r the life of the gra is still valid today.	ant. At that time, a However, we
	mm/dd/yyyy	and approval by O UG (approval) num	C&P, with that appro ber was assigned t initiate a new reque	oval remaining valid fo o your request, and it i	r the life of the gra is still valid today.	ant. At that time, a However, we
ervice End Date ★	mm/dd/yyyy	and approval by O UG (approval) num encourage you to i the same system i	C&P, with that appronts of the control of the contr	oval remaining valid fo o your request, and it i st in ProConnect so th in ProConnect and the	r the life of the gra is still valid today. hat all approvals ar purchase order h	ant. At that time, a However, we re maintained with as since been
Gervice End Date ★	mm/dd/yyyy	and approval by O UG (approval) num encourage you to the same system o If you previously s closed, please sele	C&P, with that appro nber was assigned to initiate a new reque moving forward. submitted this form ect 'Yes' and include	oval remaining valid fo o your request, and it i st in ProConnect so th	or the life of the gra is still valid today. nat all approvals ar e purchase order h oved purchase ord	ant. At that time, a However, we re maintained with as since been ler number. We wi
ervice End Date ★ as this form already been	mm/dd/yyyy	and approval by O UG (approval) num encourage you to the same system o If you previously s closed, please sele	C&P, with that appro nber was assigned to initiate a new reque moving forward. submitted this form ect 'Yes' and include	oval remaining valid fo o your request, and it i st in ProConnect so th in ProConnect and the e your previously appro	or the life of the gra is still valid today. nat all approvals ar e purchase order h oved purchase ord	ant. At that time, a However, we re maintained with as since been ler number. We wi
Service Start Date ★ Service End Date ★ Has this form already been Yes O No	mm/dd/yyyy	and approval by O UG (approval) num encourage you to i the same system i If you previously s closed, please sele cross-reference it	C&P, with that appro- nber was assigned to initiate a new reque- moving forward. submitted this form ect 'Yes' and include with our records to	oval remaining valid fo o your request, and it i st in ProConnect so th in ProConnect and the e your previously appro	or the life of the gra is still valid today. nat all approvals ar e purchase order h oved purchase ord	ant. At that time, a However, we re maintained with as since been ler number. We wi



→ 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 conflict arises if the employee, officer, agent, or their immediate family, partner, or an organization employee acontract. University officers, employees, and agents must not solicit or accept gratuities, favors, or agreeing, you confirm that no employee, officer, agent, or their immediate family, partner, or organization contract or business relationship with Rowan University related to the goods or services specified in the	oloying them has a financial or personal interest in a firm considered or anything of monetary value from contractors or subcontractors. By on has a financial or personal interest in a firm considered for a
Agree	
Excess Surplus: An excess or surplus inventory check should be done to assess opportunity to avoid p Has surplus equipment been considered as an alternative purchase? *	ourchasing new equipment and vehicles. (Fixed Asset account 7645.)
○ 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 of	ancel this request and submit a punchout, non-catalog, or standing

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

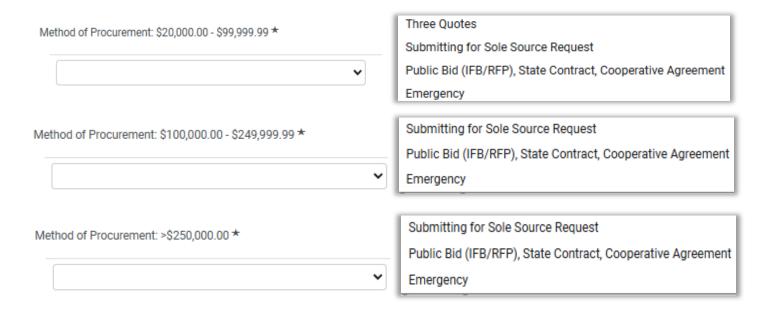
>\$250,000.00

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.



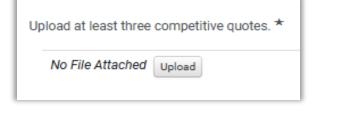
Once you choose from the dropdown, different procurement methods will be available depending on the cost selected.



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



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



Method of Procurement: Sole Source

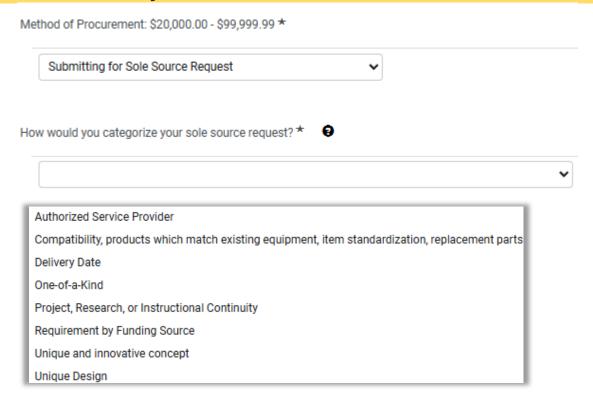
It is the policy of Rowan University to procure all materials, equipment, supplies, and services through competitive means. However, there exists a category of expenditure whereby such open bidding is not possible due to the product or service being available from only one source. In those instances, 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:





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 Emerge	ency Purchase Letter approved by CFO. *
No File Attached	Upload



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 <u>webpage</u>.

Which type of price analysis was performed?★	
~	
ost Analysis	
f you performed a Cost Analysis, please upload form here: **	t
No File Attached Upload	
ndependent Price Estimate	
If you performed a pre-procurement Independent Price Est	imate, please upload quotes: *
No File Attached Upload	
➤ Additional Requirements	
Is there a contract associated with this request? *	Once your requisition is submitted for
Yes O No	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
Please upload contract: *	approves the requisition, it will automatically be converted into a purchase
No File Attached Upload	order and sent to the selected vendor for fulfillment.
	For any questions, please reach out to
s this request subject to Get Technology Approval? *	proconnectsupport@rowan.edu
Please upload approval email:	
No File Attached Upload	