

This job aid highlights the Purchasing areas that are impacted by the Uniform Guidance relating to Sponsored Projects transactions as of October 8, 2018.

Policy Summary

- Competitive sourcing of goods and services
- Number of quotes or proposals required depends on dollar thresholds
- Substantiated rationale required for non-competitive transactions (single/sole source)
- Price analysis required for single/sole source
- RFP support documentation required for bid award
- Conflict of Interest requirements
- Utilization of Minority, Women and disadvantaged Businesses and equitable distribution of spending (not subcontracting)

Uniform Guidance Summary

- Competitive sourcing of goods and services start at \$10,000
- Service Providers are subject to competitive sourcing requirements above \$10,000
- 2 or more quotes/proposals up to \$250,000
- Purchases above \$250K must use public standardized RFQ/RFP process administered by Central Purchasing

Sponsored Goods and Services Uniform Guidance

UwPA - University-wide Purchasing Agreement (negotiated by Purchasing)

Updated Purchase Transaction Thresholds	Type of Competitive Action	If Non-Competitive Action
\$0 and up (UwPA only)	Requires One (1) written quote or proposal from a qualified supplier	N/A
\$0 - \$9,999 (non-UwPA)	Requires One (1) written quote or proposal from a qualified supplier	N/A
\$10,000 - \$249,999 (non-UwPA)	Requires at least 2 written quotes or proposals from qualified suppliers	Single/Sole Source Justification form with supporting documentation*
\$250K and up (non-UwPA)	3 or more Public RFQ's or RFP's (managed through Central Purchasing)	Single/Sole Source Justification form with supporting documentation*
	<i>*Single/Sole Source form must be approved by Senior Level Officer (supplemental approver) in department prior to submission to Purchasing at this dollar threshold.</i>	

Refer to the **Interactive UG Guide** on the [Uniform Guidance website](#) for specific requirements for your transaction.

Getting UG Procurement Help

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>