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**

<table>
<thead>
<tr>
<th>Updated Purchase Transaction Thresholds</th>
<th>Type of Competitive Action</th>
<th>If Non-Competitive Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 and up (UwPA only)</td>
<td>Requires One (1) written quote or proposal from a qualified supplier</td>
<td>N/A</td>
</tr>
<tr>
<td>$0 - $9,999 (non-UwPA)</td>
<td>Requires One (1) written quote or proposal from a qualified supplier</td>
<td>N/A</td>
</tr>
<tr>
<td>$10,000 - $249,999 (non-UwPA)</td>
<td>Requires at least 2 written quotes or proposals from qualified suppliers</td>
<td>Single/Sole Source Justification form with supporting documentation*</td>
</tr>
<tr>
<td>$250K and up (non-UwPA)</td>
<td>3 or more Public RFQ's or RFP's (managed through Central Purchasing)</td>
<td>Single/Sole Source Justification form with supporting documentation*</td>
</tr>
</tbody>
</table>

*Single/Sole Source form must be approved by Senior Level Officer (supplemental approver) in department prior to submission to Purchasing at this dollar threshold.

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