

**Uniform Guidance for Procurement
Key Dollar Thresholds**

- ❖ \$10,000 Micro Purchase
- ❖ \$100,000 ABOR formal solicitation
- ❖ \$150,000 Simplified Acquisition

<p align="center">Under \$10,000 Department small dollar purchase</p>	<p align="center">\$10,000-\$100,000 public competitive solicitation; informal – RFQ, eSourcing, 3 quotes is goal</p>
<ul style="list-style-type: none"> ❖ Use Pcard (<i>Note: Pcard is the preferred payment method for micro purchases</i>) ❖ No quotes required if price is deemed reasonable by department ❖ If practicable, department distributes purchases among qualified suppliers 	<ul style="list-style-type: none"> ❖ Check availability on-campus, NAU or UA, at State or Federal Surplus, and at https://gsaccess.gov ❖ Conduct lease vs buy analysis ❖ Look for existing contract or public solicitation by others ❖ Preference for products that contain recovered materials, conserve natural resources, protect the environment, and are energy efficient ❖ Provide a clear and accurate description that includes any technical requirements, and lists any requirements that must be met, while not unduly restricting competition ❖ If “brand name or equal” descriptions are used, identify the characteristics needed for an item to be an equal ❖ Reach out to small, disadvantaged businesses; includes labor surplus area firms ❖ Additional contract requirements: <ul style="list-style-type: none"> ○ Address termination for cause and for convenience, and the basis of settlement if enacted
<p align="center">\$100,000 - \$150,000 previous requirements, plus:</p>	<p align="center">\$150,000 and greater previous requirements, plus:</p>
<ul style="list-style-type: none"> ❖ All \$10,000 - \$100,000 requirements ❖ Formal competitive solicitation in accordance with ABOR requirements <ul style="list-style-type: none"> ○ Invitation to Bid or Request for Proposal 	<ul style="list-style-type: none"> ❖ All \$10,000 - \$100,000 requirements ❖ All \$100,000 - \$150,000 requirements ❖ Independent cost estimates prior to solicitation ❖ Technical Evaluation ❖ Price or cost analysis ❖ Negotiate profit ❖ Additional contract requirements: <ul style="list-style-type: none"> ○ Address administrative, contractual, or legal remedies if the contractor breaches ○ Require the contractor to comply with the Clean Air Act and the Federal Water Pollution Control Act ○ Require the contractor and its subcontractors to file anti-lobbying certifications and disclose lobbying with non-Federal funds ❖ User feedback and resultant remedies after award
<p align="center">Sole Source</p>	<p align="center">Conflict of Interest</p>
<ul style="list-style-type: none"> ❖ All sole source transactions (dollar value above \$10K) ❖ “inadequate competition” – only one response received on formal solicitation ❖ Additional Requirements: <ul style="list-style-type: none"> ○ Price or cost analysis ○ Negotiate profit 	<ul style="list-style-type: none"> ❖ Anyone with a real or perceived conflict of interest is prohibited from participating in the selection, award, or administration of a contract ❖ Check of conflict of interest database required ❖ Refer to Office of Research Integrity as needed