Uniform Guidance/Vendor Justification
Agenda

- Overview of Uniform Guidance
- Micro-Purchase and Simplified Acquisition Thresholds
- Types of Justification
  - Bidding
  - Price Analysis
  - Sole Source
Overview

The US Office of Management and Budget (OMB) issued **Uniform** Administrative Requirements, Cost Principles and **Audit** Requirements, also known as the “**Uniform Guidance,”** to deliver on the promise of a 21st-Century government that is more efficient, effective and transparent.
Micro-Purchase and Simplified Acquisition Thresholds

- **Uniform Guidance**: Changes to the Micro-Purchase and Simplified Acquisition Thresholds. ... In addition, the National Defense Authorization Act of 2018 increased the micro-purchase threshold from $3,500 to $10,000 and the simplified acquisition threshold from $150,000 to $250,000 for all entities, except states.
Vendor Justification Form

Northeastern University

Vendor Justification/Price Verification Form (VJF)

A vendor is a supplier providing goods or services to Northeastern. Northeastern uses the term "vendor" interchangeably with the term "contractor."

Requisition#: Vendor:
Banner Index: Banner Account Code:
Date:

Type of Competitive Bidding Procedure Utilized:
Grant: Consortium Memberships: Contracted Preferred Vendor:
OTA: Sole Source: Did Not Bid Out:

SECTION A: Vendor Quotes (solicit 3 quotes from various vendors)

Threshold: Mandatory procedure for purchases of $10,000+ annually to vendor for itemized commodity.

Department is responsible for retaining copies of all bids and quotes for audit.

ITEM/Service Description:
• Specific and Clear Scope of Work
• Establish Award Criteria
• Not Obligated to Accept the Lowest Price Bid
  • If Higher Bid is Accepted a Justification is required
Price Analysis

Price Analysis is the process of deciding if the asking price for a product or service is fair and reasonable, without examining the specific cost and profit calculations the vendor used in arriving at the price. It is basically a process of comparing the price with known indicators of reasonableness. When adequate price competition does not exist, some other form of analysis is required. Some reasons that could affect adequate price competition are: specifications are not definitive, tolerances are restrictive, or production capacity limits those eligible to bid.

- Examples of other forms of price analysis information include:
  - Analysis of previous prices paid
  - Comparison of vendor’s price with the in-house estimate
  - Comparison of quotations or published price lists from multiple vendors
  - Comparisons with GSA prices
UG has limited the use of sole sources to four distinct justifications:

- Product/service is only available from a single source;
- Public Emergency Procurement;
- Federal Awarding Agency Authorization: the awarding agency specifically authorizes a non-competitive procurement after a written request from the Non-federal entity (Principal Investigators should contact their SPS team for guidance and assistance in making requests to sponsors); and
- Inadequate competition after solicitation of multiple sources.
• Identify suppliers for goods and services
• Assist in developing request for proposals
• Negotiating with suppliers
• Dealing with supplier problems disputes
• Develop campus wide contracts
• Developing supplier contracts for your department
• General questions and training for myMarketplace, Banner Purchasing and the NU Card
• Information how to use NU’s approved travel agencies and hotel contracts
• Identifying minority/women and locally owned business enterprises to be considered as suppliers.