

Effective Date: July 1, 2018
Applicability: Grant Purchasing and Procurement Policy
Related Policies: Moravian University Purchasing Policy and Business Travel Policy

Policy:

This policy provides guidelines for the purchases made using sponsored grant, contract and cooperative agreement funding or other funds administered by the Grants Office.

Purpose:

The purpose of this policy is to ensure compliance with the general rules and regulations governing purchasing and to comply with the Office of Management and Budget (*OMB*) *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards - 2 CFR 200*.

reimburse or allow alcohol purchases for any grant. Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval of the Federal awarding agency.

The University will maintain records sufficient to detail the history of procurement. These records will include, but are not limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. All receipts, invoices, and other expense documentation are required to be maintained for record keeping purposes.

In order to ensure compliance, Office of Management and Budget (*OMB*) *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards - 2 CFR 200* specifically addresses requirements related to Competition and Approved Methods of Procurement. Purchases and commitments that are not in compliance with these Federal requirements will need to be returned, cancelled or paid for with department funds or other non-federal sources. In some cases, University employees may be held personally responsible for these expenses.

Competition (See also OMB Uniform Guidance §200.319)

1. All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals will be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include, but are not limited to:

- (a) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (b) Requiring unnecessary experience and excessive bonding;
- (c) Noncompetitive pricing practices between firms or between affiliated companies;
- (d) Noncompetitive contracts to consultants that are on retainer contracts;
- (e) Organizational conflicts of interest;
- (f) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement (Note: submitting a make/model for equipment within a proposal, and subsequent approval of proposal does NOT give authorization to proceed with the purchase of that specific make/model); and
- (g) Any arbitrary action in the procurement process.

2. The University will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state and local preferences in the evaluation of bids or proposals,

will be awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph 3 (a) of this section apply.

- (a) In order for sealed bidding to be feasible, the following conditions should be present:
 - (i) A complete, adequate, and realistic specification or purchase description is available;
 - (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
 - (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

- (b) If sealed bids are used, the following requirements apply:
 - (i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;
 - (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
 - (iii) All bids will be opened at the time and place prescribed in the invitation for bids;
 - (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of;
 - (v) Any or all bids may be rejected if there is a sound documented reason; and
 - (vi) Formal rating sheet based on required specifications must be completed and maintained for documentation purposes.

4. **Competitive Proposal Method (\$250,000+ with formal advertising):** Competitive selection is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- (a) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- (b) Proposals must be solicited from an adequate number of qualified sources;
- (c) The University will have a written method for conducting technical evaluations of the proposals received and for selecting recipients; li li(s)-1 ()4 (6)3mp(e)4 D 47tito(r)5 (BDC -0'(BD q(r)5u

Should you have any additional questions or concerns regarding this policy and the purchasing as it relates to a specific grant that you are working on, please work with the Grant Recipient as well as the Grants Office and Business Office staff in order to clarify allowable expenses and procedures prior to making the purchases. The Vice President for Finance and Administration is the only authorized signer of agreements, contracts or any other official obligation on behalf of the University.

Procurement documentation requirements summarized in the table below:

Purchases have written documentation to support:	< \$10,000	Between \$10,000 and \$250,000	> \$250,000	o	0433
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