

Checklist for Purchasing with Federal Funds

Key Dollar Thresholds

\$25,000	Micro Purchase
\$100,000	ABOR formal solicitation
\$250,000	Simplified Acquisition

Under \$25,000 Department small dollar purchase	\$25,000-\$100,000 Public competitive solicitation; Informal – Request for Quote, eSourcing; Multiple quotes is goal
<div style="margin-bottom: 10px;"> <input type="checkbox"/> Use Pcard Note: Pcard is the preferred payment method for micro purchases </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> No quotes required if price is deemed reasonable by department </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> If practicable, department distributes purchases among qualified suppliers </div> <p style="text-align: center;">Documentation Requirements</p> <input type="checkbox"/> Department maintains all Pcard related records and justifications, as applicable.	<div style="margin-bottom: 10px;"> <input type="checkbox"/> Check availability on-campus, NAU or UA, at State or Federal Surplus, and at GSAccess </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Conduct lease vs buy analysis </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Look for existing contract or public solicitation by others </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Preference for products that contain recovered materials, conserve natural resources, protect the environment, and are energy efficient </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Provide a clear and accurate description that includes any technical requirements, and lists any requirements that must be met, while not unduly restricting competition </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> If “brand name or equal” descriptions are used, identify the characteristics needed for an item to be an equal </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Solicit quotations from suppliers </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Reach out to small, disadvantages businesses; includes labor surplus area firms </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Additional contract requirements: <ul style="list-style-type: none"> <input type="checkbox"/> Address termination for cause and for convenience, and the basis of settlement if enacted (Purchase Order provision addresses this) </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Check of conflict of interest database to determine whether anyone with a real or perceived conflict of interest is participating in the selection, award, or administration of the contract <ul style="list-style-type: none"> <input type="checkbox"/> Refer to Office of Research Integrity as needed </div> <p style="text-align: center;">Documentation Requirements</p> The following must be attached to the Purchase Order: <ul style="list-style-type: none"> <input type="checkbox"/> Completed Checklist for Purchasing with Federal Money <input type="checkbox"/> Procurement Method and Price Reasonableness Form <ul style="list-style-type: none"> <input type="checkbox"/> Attach quotes received <input type="checkbox"/> For inadequate competition (only one quote rec'd): <ul style="list-style-type: none"> ▪ Price or cost analysis ▪ Negotiation of profit – additional justification if more than 10% ▪ Conflict of Interest Certification Form <input type="checkbox"/> Sole Source <ul style="list-style-type: none"> ▪ Sole Source Justification Form ▪ Price or cost analysis ▪ Negotiation of profit – additional justification if more than 10% ▪ Conflict of Interest Certification Form <input type="checkbox"/> If supplier is a Named Provider in the grant proposal <ul style="list-style-type: none"> Where supplier is named in the grant proposal Grant notice of award <input type="checkbox"/> SAM.gov print screen

<p style="text-align: center;">\$100,000 and greater previous requirements, plus:</p>	<p style="text-align: center;">\$250,000 and greater previous requirements, plus:</p>
<ul style="list-style-type: none"> <input type="checkbox"/> All \$10,000 - \$100,000 requirements <input type="checkbox"/> Formal competitive solicitation in accordance with ABOR requirements or approved waiver of solicitation requirements <p style="text-align: center;">Documentation Requirements</p> <p>The following must be attached to the Purchase Order:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Checklist for Purchasing with Federal Money <input type="checkbox"/> Procurement Method and Price Reasonableness Form, AND, as applicable: <ul style="list-style-type: none"> <input type="checkbox"/> For inadequate competition (only one quote rec'd): <ul style="list-style-type: none"> <input type="checkbox"/> Price or cost analysis <input type="checkbox"/> Negotiation of profit – additional justification if more than 10% <input type="checkbox"/> Conflict of Interest Certification Form <input type="checkbox"/> Sole Source <ul style="list-style-type: none"> <input type="checkbox"/> Sole Source Justification Form <input type="checkbox"/> Price or cost analysis <input type="checkbox"/> Negotiation of profit – additional justification if more than 10% <input type="checkbox"/> Conflict of Interest Certification Form <input type="checkbox"/> Bid Waiver <ul style="list-style-type: none"> <input type="checkbox"/> Bid Waiver Justification Form <input type="checkbox"/> Price or cost analysis <input type="checkbox"/> Negotiation of profit – additional justification if more than 10% <input type="checkbox"/> Conflict of Interest Certification Form <input type="checkbox"/> If supplier is a Named Provider in the grant proposal <ul style="list-style-type: none"> <input type="checkbox"/> Where supplier is named in the grant proposal <input type="checkbox"/> Grant notice of award <input type="checkbox"/> SAM.gov print screen 	<ul style="list-style-type: none"> <input type="checkbox"/> All \$10,000 - \$100,000 requirements <input type="checkbox"/> All \$100,000 and greater requirements <input type="checkbox"/> Independent cost estimates prior to formal solicitation <input type="checkbox"/> Additional contract requirements: <ul style="list-style-type: none"> <input type="checkbox"/> Address administrative, contractual, or legal remedies if the contractor breaches <input type="checkbox"/> Require the contractor to comply with the Clean Air Act and the Federal Water Pollution Control Act <input type="checkbox"/> Require the contractor and its subcontractors to file anti-lobbying certifications and disclose lobbying with non-Federal funds <input type="checkbox"/> User feedback and resultant remedies after award <p style="text-align: center;">Documentation Requirements</p> <p>The following must be attached to the Purchase Order:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Checklist for Purchasing with Federal Money <input type="checkbox"/> Price or cost analysis <input type="checkbox"/> Negotiation of profit – additional justification if more than 10% <input type="checkbox"/> Technical Evaluation <input type="checkbox"/> Procurement Method and Price Reasonableness Form AND, as applicable: <ul style="list-style-type: none"> <input type="checkbox"/> For inadequate competition (only one quote rec'd): <ul style="list-style-type: none"> <input type="checkbox"/> Price or cost analysis <input type="checkbox"/> Negotiation of profit – additional justification if more than 10% <input type="checkbox"/> Conflict of Interest Certification Form <input type="checkbox"/> Sole Source <ul style="list-style-type: none"> <input type="checkbox"/> Sole Source Justification Form <input type="checkbox"/> Conflict of Interest Certification Form <input type="checkbox"/> Bid Waiver <ul style="list-style-type: none"> <input type="checkbox"/> Bid Waiver Justification Form <input type="checkbox"/> Conflict of Interest Certification Form <input type="checkbox"/> If supplier is a Named Provider in the grant proposal <ul style="list-style-type: none"> <input type="checkbox"/> Where supplier is named in the grant proposal <input type="checkbox"/> Grant notice of award <input type="checkbox"/> SAM.gov print screen