



July 9, 2018

Re: Uniform Guidance Procurement Standards Update

Dear Colleagues,

We would like to update you of Policy changes regarding procurement of goods and services in accordance with the federal government's Office of Management and Budget (OMB) Uniform Guidance. OMB has recently issued a memorandum that raises the threshold for micro-purchase under Federal financial assistance awards to \$10,000, and raises the threshold for simplified acquisitions (large purchases) to \$250,000. The University has revised the Procurement Policy 5-01, effective July 1, 2018, accordingly and as follows:

4: The following quotation/bid thresholds apply:

a. Federal Contracts and Grants including Mandatory/Voluntary Committed Cost Share and University Service Centers:

- i. Less than \$10,000 – Departments should perform due diligence on pricing options to ensure that products or services are obtained at reasonable prices.
- ii. \$10,000 to \$250,000 - Quotes must be obtained from an adequate number of qualified sources (minimum of three sources if available). If there is only one qualified source, a UD Sole Source Justification form must be completed and submitted to Procurement for review and approval.
<http://www1.udel.edu/procurement/forms/Sole-Source-Form-UD.docx>
- iii. \$250,000 and greater - Sealed bids are required with formal advertising by Procurement Services unless there is only one qualified source. A UD Sole Source Justification form must be completed and submitted to Procurement for review and approval.
<http://www1.udel.edu/procurement/forms/Sole-Source-Form-UD.docx>

b. All Other purchases:

- i. Up to \$50,000, solicitation of quotations/bids will be at the discretion of Procurement Services. Buyers in Procurement Services are accountable for exercising professional due diligence by soliciting written or telephone quotations (documented) when appropriate.
- ii. Purchases over \$50,000 require price quotations or sealed bids to be obtained from at least three qualified vendors (if available), solicited by Procurement Services.
- iii. In the event that only a single source can be located for a particular purchase exceeding \$50,000, Procurement Services will make that determination and the buyer will so document in the purchasing system.

Thank you for your cooperation and effort in this regard. Please contact Procurement Services with any questions.



Greg Oler
Vice President for Finance & Deputy Treasurer



Charles G. Riordan
Vice President for Research, Scholarship and Innovation