

# Procurement Process Requirements for Federal Awards & Competitive Bids

Use this memo to have a current knowledge base on the Workday enhancements that surround Federal awards and the process changes that appear in Workday.

<http://workday.miami.edu>

University Research Community:

On November 1, 2021, a Workday enhancement to the requisitioning process surrounding **Federal** awards will be launched. The current paper process requirements have now been automated in Workday. Upon completing and submitting a requisition, the process will include the ORA Federal requirements and eliminates the need to rely on an attachment. The Federal Grant Questionnaire details can be previewed in the [Resource Guide](#).

As stated in the ORA Newsletter, the total cost of the purchase requisition will determine which process outlined below will be used.

## Procurement Requirements

Micro-Purchases (\$24,999.99 and less)

Requirements: UM must consider the cost to be reasonable based on research, experience, purchase history, or other information. This may include standard prices available to the public, quoted prices that are lower than what is available to the public, and/or the same price as a previous competitive purchase.

Small Purchases (\$25,000 to \$75,000)

Requirements: Three quotes are required to ensure the most competitive price. If three quotes cannot be obtained, a sole source justification must be submitted and approved. See below for more information on sole sourcing.

Competitive Sealed Bid or Proposals (\$75,000.01 and greater)

Requirements: Sealed bids are the preferred method. Suppliers respond to an advertised request for proposals containing contracts with fixed pricing. The lowest cost proposal is selected.

In instances where this method may not work, a competitive proposal process may be used. This is similar to the sealed bid process, but it is possible to *not* select the lowest price when another proposal may be more advantageous to the federal award.

Like the small purchase category described above, there may be instances where a competitive sealed bid or proposal is not feasible, and an approved sole source justification may be used.

## **Sole Source**

There are limited instances when the competitive process does not have to be followed:

- The item is available only from a single source
- Public emergency for the item does not permit a delay resulting from competitive solicitation. Public emergency does not include loss to specimens or a negative impact to the research but may include danger to the public.
- The federal sponsor expressly authorizes the item as a sole source. The approval must either be from the individual at the agency with the authority to grant this approval or specifically approved in the notice of award. Program officers do not have this authority. Inclusion of the item in the proposal is not considered approval.
- After solicitation of a number of sources, competition is determined inadequate.

All instances of sole sourcing must be well justified and documented.

Should you have any questions please feel free to send an email to [purchasingAcademic-ResearchHelpDesk@miami.edu](mailto:purchasingAcademic-ResearchHelpDesk@miami.edu) or [Academic.Sourcing@miami.edu](mailto:Academic.Sourcing@miami.edu)