

## Purchasing Department

### La Salle University Procurement Policy for Grant Projects Funded with Federal Funds

It is the responsibility of the University Grant Administrator to determine and to comply with the specific purchasing requirements of the Grantor (Awarding Agency).

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#### I. Summary of La Salle University Procurement Policy

(For more specific information, see published University Purchasing Policy)

- A. Orders of \$2,500+ require 3 written quotes
- B. Approval required of area Vice President or Provost:
  - 1) Sole Source Supplier, \$2500+ (one supplier)
  - 2) Supplier (not lowest quote), \$2500+
  - 3) Capital Equipment acquisition \$5,000+
- D. RFP for Professional Services contracts
  - 1) Proposal includes University's General Terms & Conditions or Special Terms & Conditions for Contractors
- E. RFQ for Contracted Supplies, fixed price for contract term
  - 1) Proposal includes University's General Terms & Conditions and/or Special Terms & Conditions per contract commodity
- F. Proposal Review Procedures
  - 1) Quotes are opened after the deadline date & time
  - 2) Cost analysis spreadsheet is prepared
  - 3) Contract Review meeting held with end-user Department Heads
  - 4) Decision is reached; bid participants informed of contract award to 'another supplier', or of receipt of award
  - 5) Details of proposals received remain confidential
  - 6) Purchase Requisition received with appropriate approvals
- G. Purchase Orders include Affirmative Action Statement

#### II. Procedures Required by Grantor (Awarding Agency) in addition to existing University Policy

- A. Procurements of \$25,000+
  - 1) Award to lowest bidder, with adequate number of participants, except as stated in B below.
  - 2) Fixed price

B. Pre-award approval required from Grantor (Awarding Agency)

- 1) Sole Source - over \$5,000
- 2) If the emergency condition does not allow time for bid process
- 3) If Awarding Agency permits non-competitive proposals
- 4) If insufficient number of quotes received, or if expenditure exceeds \$25,000

C. Procurement Standards must include:

- 1) Description of positive efforts to utilize Small Business Enterprise,  
Woman owned business, Minority owned business
- 2) Requirement for records to be kept 3 years after grant funding concluded

D. Product description shall not be excessively specific so it would not restrict competition