Policy *818* Version 1 *02/20/2015*

**Policy Change Cover Sheet**

|  |
| --- |
| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | Policy Number and Name **818 PROCUREMENT STANDARDS ON FEDERAL AGREEMENTS** |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 |
| * Is this a federal or state mandate? [x]  Yes [x]  No
* Describe change:
* The new Uniform Guidance allows for an extension for implementing the new Procurement guidelines but requires us to note in our policies that we won’t be implementing the new guidelines until 7/1/2016.
* The other change is a housekeeping change so that the policy reflects what is actually being done. There is no requirement for all Sole Source purchases to be approved – unless specifically included in the sponsor’s award terms and conditions as noted in 818.1.3

 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * Office/Department/Name and the date submitted: Grant & Contract Accounting/Ann Young & Gary Wawers
* Email address of the person who should be contacted with revisions gary.wawers@ndsu.edu and ann.young@ndsu.edu
 |
| ***This portion will be completed by Kelly Hoyt.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
 |
| **Senate Coordinating Committee:** |  |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Council:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University**

**Policy Manual** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 818**

**PROCUREMENT STANDARDS ON FEDERAL AGREEMENTS**

SOURCE: NDSU President

1. The acquisition of goods, services, or equipment is subject to the following standards.

* 1. Procurement actions shall follow a procedure to assure the avoidance of purchasing unnecessary or duplicative items. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical, practical procurement.
	2. Positive efforts shall be made by the University to utilize small business and minority-owned business sources of supplies and services. Such effort should allow these sources the maximum feasible opportunity to compete for contracts utilizing federal funds.
	3. All proposed sole source contracts for purchase or where only one bid or proposal is received in which the aggregate expenditure is expected to exceed $5,000 shall be subject to prior approval at the discretion of the federal sponsoring agency.
	4. The Office of Grant and Contract Accounting will review purchase requisitions or request for payments which exceed $5,000.
	5. NDSU will be implementing the new Uniform Guidance Purchasing requirements effect July 1, 2016.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HISTORY:

New July 1990
Amended April 1992
Amended August 2007