Procurement
Finance & Administration
UNIVERSITY OF GEORGIA

Guide to Federally Funded Procurement

Use and Application: This guide is applicable to purchases funded by federal grants, cooperative agreements, and/or contracts. The primary purposes of the guide is to differentiate between the processes used for grants and cooperative agreements versus contracts. The below is not applicable for purchases: 1) using a Statewide or UGA Agency Contract, or 2) of public works services or construction services. Purchases utilizing a statewide or agency contract do not require special handling by the customer. Please contact Procurement if you need to purchase federally funded public works services or construction services.

As detailed below, the type of federal funding determines the additional steps required prior to completion of the purchase.

Federal Grants & Cooperative Agreements (Follow Uniform Guidance): Purchases funded by federal grants and cooperative agreements must meet the below requirements in addition to any applicable State of Georgia, Board of Regents, or UGA policies.

Method of (federal) Procurement & Dollar Thresholds:	Federal Competition Requirements:	Additional Federal Requirements:
Micro-Purchase Threshold: $0-$24,999.99	No competition required if UGA determines the price to be reasonable.	Department should add a statement to the Internal Notes section of their requisition to support their decision of price reasonableness.
Simplified Acquisition Threshold: $25k-$249,999.99	2-3 informal quotes or sole source justification *Please Note: If the goods/services being purchased are not exempt from the state competitive bidding requirements, it may be necessary to obtain formal competition through Procurement for purchases of $25k or greater.*	For some purchases, the provision of 2-3 quotes or a sole source justification will be more than what is required by the State of Georgia.
Sealed bids: $250k+	Formal competition (sealed bids) or sole source justification	If we do not obtain multiple bids, or are justifying a sole source we must negotiate the percentage of profit as a separate element of the price.

Federal Contracts, appropriations, and purchase orders issued by Congress or Federal Agencies (Follow Federal Acquisition Regulation (FAR)): We are operating on behalf of the Federal Government and must use the Federal Government's process for making acquisitions. Purchases with this type of funding must meet the below requirements in addition to any applicable State of Georgia, Board of Regents, or UGA policies.

Method of (federal) Procurement & Dollar Thresholds:	Federal Competition Requirements	Additional Special Requirements:
Micro-Purchase Threshold: $0-$9,999.99	No competition required if UGA determines the price to be reasonable.	Department should add a statement to the Internal Notes section of their requisition to support their decision of price reasonableness.
Simplified Acquisition Threshold: $10k-$249,999.99	Obtain three quotes or provide sole source justification. *Please Note: If the goods/services being purchased are not exempt from the state competitive bidding requirements, it may be necessary to obtain formal competition through Procurement for purchases of $25k or greater.*	For some purchases, the provision of 3 quotes or a sole source justification will be more than what is required by the State of Georgia. If we are justifying a sole source, we are required to make a sole source posting.
Sealed Bids: $250k+	Formal competition (sealed bids) or sole source justification	For some purchases, formal competitions (sealed bids) or a sole source justification will be more than what is required by the State of Georgia. If we are justifying a sole source, we are required to make a sole source posting.