**Western Michigan University Uniform Guidance Procurement Guide**

Federally funded purchases must follow all documented University procurement policies and procedures, in addition to Federal requirements. Whenever there is potential conflict, the lower of the two policies below apply. Procurement methods for federal purchases are outlined by the eCFR 200.320.

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<th>PURCHASE THRESHOLD</th>
<th>WMU PROCUREMENT POLICY</th>
<th>FEDERAL PROCUREMENT STANDARDS</th>
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| **Micro purchase**  | •Purchases should be made utilizing preferred vendor contracts when possible.  
                      •Purchases between $5,000 - $10,000 must be requested through the Purchasing Department, with a Purchase Requisition, and include three quotes.*  
                      •Multiple quotes are not required as long as the University deems the cost reasonable.  
                      •Use of strategically sourced, preferred vendor contracts may be used.  
                      •When possible, purchases should be distributed among qualified suppliers. |  |
| Under $10,000      |  |  |
| **Small Purchase**  | •Purchases must be requested through the Purchasing Department, with a Purchase Requisition.  
                      •Grants and Contracts must approve the Purchase Requisition.  
                      •Purchases require competitive bids to be conducted by the Purchasing Department.*  
                      •Written quotes must be obtained by an adequate number of qualified sources. All sources must be provided the same specifications to ensure comparable quotes are provided*  
                      •No cost or price analysis required and price need not be deciding factor. |  |
| Between $10,000 and $250,000 |  |  |
| **Complex Purchase** | •Purchases must be requested through the Purchasing Department, with a Purchase Requisition.  
                          •Grants and Contracts must approve the Purchase Requisition.  
                          •Purchases require competitive bids to be conducted by the Purchasing Department. At this level, bids are required to be sealed.*  
                          •A formal bid process is required, through a competitive or sealed bid process.  
                          •Competitive bids are used when there are critical factors to consider beyond price. Requirements include:  
                          - Must solicit bids from an adequate number of sources.  
                          - Evaluate proposals based on a written method for conducting evaluations.  
                          - Award contract to the responsible firm whose proposal is most advantageous to the program.  
                          - Sealed bids are used when the critical factor is price. Requirements include:  
                          - Items or services must be clearly defined for bidders to properly respond.  
                          - All bids must be opened at a time and place prescribed in the invitation to bid.  
                          - Firm fixed price contract award is made in writing to lowest responsive and responsible bidder.  
                          - Any or all bids may be rejected with a sound documented reason. |  |
| Over $250,000      |  |  |

*Non-Competitive Proposal (Sole Source)*

•Sole Source Justification form must accompany Purchase Requisition.
- Department must justify sole source with any of the listed reasons on the documentation form.
- Purchasing must approve Sole Source.

•Sole Source Justification form must accompany Purchase Requisition.
- Department must justify sole source with only the following four reasons listed on the documentation form:
  1. goods/services are available only from a single source  
  2. the public exigency or emergency will not permit a delay resulting from competitive solicitation  
  3. the Federal awarding agency has provided prior authorization  
  4. after soliciting a number of sources, the grantee (WMU) determines that there is inadequate competition.  
- Purchasing must approve Sole Source.

*Revised 01.30.2020*