

Project Procurement

Beginning January 7, 2021, The Ohio State University began using Workday Financials for Finance and Supply Chain functions. Please refer to <https://admin.resources.osu.edu/workday> for additional resources and job aids, or [contact Grants Shared Services Center staff](#) with any questions.

Visit the [Office of Sponsored Programs procurement page](#) for the most current process.

There are five types of procurement:

1. Micro-Purchases: < \$25,000

- Purchasing of supplies, equipment, or services where the aggregate total is less than \$25,000. If the purchase is subject to Davis-Bacon Act or Service Contract Act, the aggregate total may not exceed \$2,000.
- Micro-purchases may be awarded without soliciting competitive quotations if the OSP buyer can defend the price as reasonable.
- One quote/proposal is needed.

2. Small Purchases: Between \$25,001 and \$250,000

- Aggregate total is between \$25,001 and \$250,000 for procurements of supplies, equipment, or services.
- Rate quotes must be obtained from an “adequate” number of qualified sources. Three sources will be considered to have met this requirement.

3. Sealed Bids: \$250,001 and above

- Bids are publicly solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
- The OSP buyer, in conjunction with the requestor, will determine if the procurement request lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

4. Competitive Proposals: \$250,001 and above

- The aggregate total is \$250,000 or more, and more than one potential supplier exists. Suppliers submit offers, and either a fixed price or cost-reimbursement type PO contract can be awarded. This method is generally used when conditions are not appropriate for the use of sealed bids.

5. Noncompetitive Proposal – Sole Source: This method is applicable to any dollar amount but must be documented on procurements over \$25,000.

- Limited circumstances, as specified in the Uniform Guidance, must apply. It may be used only when one or more of the following applies:
 - The item is available only from a single source
 - The public exigency or emergency (as defined by FAR Subpart 6.302-2:7) exists
 - The sponsor expressly authorizes noncompetitive proposals in response to written request

More information available at: <https://osp.osu.edu/administration/procurement/>