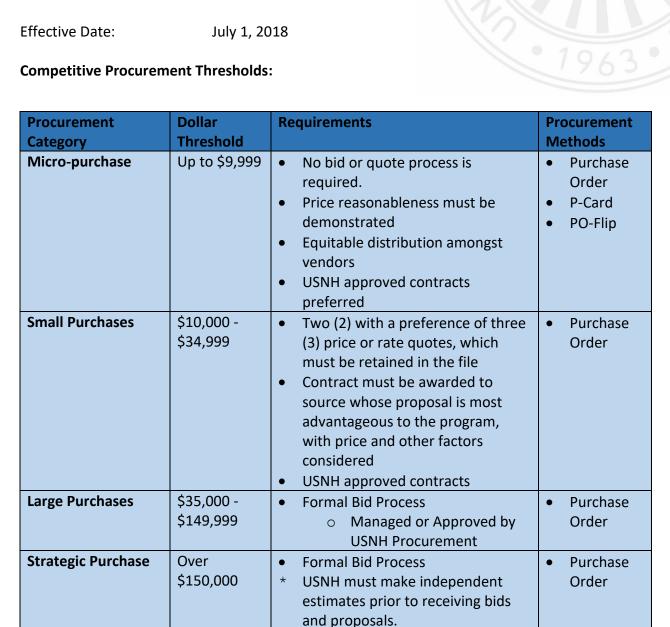
## University System of New Hampshire

USNH Procurement Policy Overview Competitive Procurement Requirements



price

completed

Cost or price analysis must be

Negotiation of profit is required as a separate element of the contract

<sup>\*</sup>applies only to Federal Funded Procurement

## **Sole Source Requirements:**

Procurement Category	Dollar Threshold	Requirements	Procurement Methods
Sole Source	Over \$10,000	<ul> <li>Sole source purchase is only allowable in the following situations:         <ul> <li>Competition is determined to be inadequate after solicitation</li> <li>Item is available only from a single source (brand specific procurement does not meet requirements for sole source)</li> <li>Public exigency or emergency won't permit a delay resulting from competitive solicitation</li> <li>Expressly authorized by the awarding agency or passthrough entity</li> </ul> </li> </ul>	• Purchase Order

<sup>\*</sup>applies only to Federal Funded Procurement

## **Notable Points to Procurement Policy:**

- Policy is applicable to all transactions regardless of the source of funds
- Procurements over \$10,000 require purchase order
- Adequate documentation is required prior to the purchase (quotes will be documented in new eProcurement tool)
- Departments are responsible for anticipating procurement requirements far enough in advance so that the purchasing function can proceed in a timely and orderly fashion
- Use of approved USNH contracts required in certain categories (example: paper, office supplies, computers)
  - This includes P-Card purchases