

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Finances

Policy B3060

TOPIC: Federal Funds Procurement Standards

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Approved: Signature on File

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POLICY

The College will administer all procurement activities required for the acquisition of property or services with federal funds awarded to the College in a manner which ensures the College's compliance with all applicable federal, state and local laws and regulations, and with all sponsor terms and conditions. Administrative procedures will address both sponsor-defined monitoring and reporting requirements.

RESPONSIBLE OFFICIAL(S)

Dean, Finance Office, College Department Heads

PROCEDURE

Regarding procurement on federal awards or subawards, the following procedures will apply:

1. Employees engaged in the selection, award, and administration of contracts, including Dean's Office, Finance Office staff and Department Heads granted budgetary authority, are subject to College conflict of interest policies as stated in Policy B1041.
2. All federal procurement transactions will be conducted in a manner providing full and open competition. Procedures described in SOP FIN.016 will be applied to determine when formal quotations and bids are required to support a procurement action.
3. Solicitations for federal procurement will incorporate a clear and accurate description of the technical requirements for the material, product or service to be procured, and will identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
4. Domestic preferences will be included for federal procurements.
5. All necessary affirmative steps will be taken for federal procurements to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
6. No vendor of a contract of \$25,000 or greater, and no subrecipient, who is suspended or disbarred by the U. S. Government will be approved as a party to any procurement action.
7. The College will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement and will maintain oversight to ensure that contractors perform in accordance with the terms, conditions and specifications or their contracts or purchase orders.
8. The College will maintain records sufficient to detail the history of all procurement activity.

CROSS REFERENCE

2 CFR §200.317-327

Policy B1041 Conflict of Interest

Policy B3011 Fiscal Management

Policy B3050 Federal Funds Compliance

SOP FIN.016 Purchasing Procedures