**Federal Grants Procurement Workflow for Goods & Services**

**STEP 1: Identify the Need**

* Define the good or service required (what, why, and by whom).
* Confirm allowability, allocability, reasonableness, and necessity under the grant (2 CFR §200.403 and §200.404).
* Confirm funding availability and timing against the approved budget and project period.
* Check if existing contracts, consortium agreements, or preferred vendor lists apply.
* Secure programmatic or departmental approval.

Document: Justification of Need, Funding Verification

**STEP 2: Select Procurement Method**

| **Procurement Type** | **Threshold** | **Requirements** |
| --- | --- | --- |
| Micro-purchase | ≤ $10,000 | No quotes required; distribute purchases equitably |
| Small purchase | $10,001 – $250,000 | Obtain 2–3 informal quotes from qualified sources |
| Sealed bids | > $250,000 | Formal IFB with public solicitation; lowest responsive and responsible bid |
| Competitive proposals | > $250,000 | RFP with defined evaluation criteria and scoring matrix |
| Noncompetitive (Sole Source) | Any, in rare cases | Written justification; must meet 2 CFR §200.320(c) criteria |

* Conduct and document a Conflict of Interest Disclosure for all evaluators.
* Apply segregation of duties: requestor, approver, and payer must be distinct individuals.
* Use Procurement Risk Scoring Model to determine review intensity based on vendor type, dollar value, and complexity.

Document: Method Selection Memo, COI Disclosure Form, Role Assignment Matrix, Risk Assessment Worksheet

**STEP 3: Develop Solicitation (if applicable)**

* Draft RFP or IFB with clear scope, deliverables, and evaluation criteria.
* Include all required federal contract clauses per 2 CFR §200.326 and Appendix II.
* Include domestic preference (2 CFR §200.322), accessibility, and sustainability criteria if applicable.
* Ensure full and open competition; document efforts to reach diverse suppliers.
* Use standardized institutional templates for RFPs and scorecards.

Document: Solicitation Package, RFP Posting Record, Template Version Tracking

**STEP 4: Evaluate and Select Vendor**

* Use written evaluation criteria and a scoring matrix.
* Recuse conflicted reviewers; document all reviewer COI disclosures.
* Document rationale for both selected and rejected vendors.
* Conduct SAM.gov debarment check and save screenshot with timestamp.
* Perform Vendor Due Diligence if vendor is new, foreign, or high risk.

Document: Evaluation Summary, Selection Justification, SAM.gov Verification Log, Vendor Due Diligence Checklist

**STEP 5: Perform Cost or Price Analysis**

* Required for all purchases >$250,000 and for sole source procurements.
* Methods: historical prices, market research, ICE (independent cost estimate), or vendor cost breakdown.
* Must document analysis and attach to file.

Document: Cost/Price Analysis Worksheet, Vendor Quotes or ICE

**STEP 6: Finalize and Execute Contract**

* Include all federal terms: EEO, Byrd Amendment, record access, termination, lobbying.
* Review and route contract for required institutional approvals (legal, finance, PI).
* Use institution's designated signatories and retain system timestamp of final approval.

Document: Executed Contract, Compliance Clause Checklist, Signature Routing Form, System Approval Log

**STEP 7: Monitor Vendor Performance**

* Track deliverables, service quality, and contract timelines.
* Compare invoices to milestones or deliverables; hold payments if discrepancies.
* Log performance issues and resolutions; reassess prior to contract renewal.
* Conduct a formal post-award review for high-dollar or high-risk contracts.

📄 Document: Vendor Monitoring Log, Invoice Review Checklist, Communication Log, Post-Award Review Form

**STEP 8: Retain Records**

* Retain all records for 3 years from final FFR (or longer per sponsor/institution).
* File should include:
	+ Need justification
	+ Method selection
	+ COI disclosures
	+ Bids/quotes and evaluation
	+ Debarment verification
	+ Contract and amendments
	+ Cost analysis
	+ Payment records
	+ Performance notes
	+ Exception tracking

Document: Procurement File Index, Standard Folder Structure, Procurement Exception Log

**STEP 9: Training and Oversight (Institutional Control)**

* Require annual training on Uniform Guidance, procurement standards, COI, and fraud indicators.
* Include real-world case studies, red flags, and short scenario-based quizzes.
* Maintain centralized logs of training completion and quiz scores.
* Conduct quarterly internal audits using a standardized self-audit checklist.

Document: Training Log, LMS Reports, Internal Procurement Audit Checklist, Procurement Monitoring Tracker