

Purpose: To provide procurement guidance when preparing a proposal, to be used if the proposal is awarded.

When a proposal is awarded, keep in mind:

- All goods and services listed in your proposal are subject to Mines Procurement Rules. Rarely will any of the vendors or specific goods listed in your proposal be listed in the award.
- Uniform Guidance states that all purchases made with grant funds must follow university procurement rules.

A brief summary of the rules for good(s) / service(s) using grant funds:

Cost:	Action:
<\$5,000	<ul style="list-style-type: none"> • Use Direct Pay or a OneCard.
\$5,000 - \$10,000	<ul style="list-style-type: none"> • 1 Quote is needed from providing vendor. • A Purchase Order is needed.
\$10,000.01 - \$50,000	<ul style="list-style-type: none"> • 3 quotes are needed. • A quote can come in any written form from a potential vendor, including an email. • A quote can be written communication or statement that the vendor is unable to provide the goods or services in a manner or time that is sufficient for the Mines project. • The additional quotes need to be similar or equivalent to the good(s) / services(s) needed. • You are able to choose the vendor that best fits your needs. Please provide a written determination of the vendor/quote you are selecting. • A Purchase Order is needed.
\$50,000.01 +	<ul style="list-style-type: none"> • Requires a public bid process. • There are several different types of bids, when you are ready to purchase your good(s) or service(s), the Purchasing Agent will work with you to determine the bid that best fits your needs. • A Purchase Order is need.

Some things to keep in mind:

- Procurements can take time. The sooner you start working with Procurement and Contracting after your award, the better.
- Some purchases may require additional approvals from other departments before the procurement process can proceed. The below approvals take time so if you submit the tickets early, that helps the procurement process.
 - Equipment Approval Process - <https://www.mines.edu/operations/equipment-review-approval/>
 - Software Approval Process - <https://helpcenter.mines.edu/TDClient/1946/Portal/KB/ArticleDet?ID=80691>
- If you are procuring services, a contract may be necessary.
- If you have any questions, please visit <https://www.mines.edu/business-operations/purchasing-procurement-services/> or email procurement@mines.edu.