





---

In accordance with University System of Maryland Procurement Policies and Procedures, the Strategic Sourcing and Acquisition Services (SSAS) has the responsibility to conduct all negotiations concerning price and condition of sale and entering into contracts for all



---

The following are the primary types of requisitions used at UMB:

a. Quantum Financials

These requisitions are used to transmit department requirements for the procurement of goods and services from vendors.

b. Manual

Manual requisitions are used for purchases when



3. Attach documentation to requisition either electronically or send by hard copy following the procedures for submission of requisitions through Quantum Financials.

---

In accordance with University System of Maryland Procurement Policies and Procedures and implemented by UMB, where the individual simplified procurement is between \$25,001 and \$200,000, the procurement be forwarded to the SSAS for processing. There be competition to the maximum extent practical considering such factors as the availability of vendors, dollar value of the order, cost of administering the procurement,

competitive process. The individual in the department requesting the sole source must fill out and sign a Single/Sole Source Justification and Ethics Law Compliance Certification form. The final determination of sole source procurement shall rest with SSAS. The following must be addressed:

- a. Uniqueness of the vendor's qualifications, experience, commodity.
- b. Attempts to find other sources or basis for the sole source.

3.
  - When an emergency condition exists that prevents the use of formal competitive procurement method in awarding or modifying a contract that is essential to the University, the procurement may be conducted on an emergency basis by SSAS.

An emergency condition justifies the use of an emergency procurement when that condition threatens one (1) or more of the following:

- a. The health or safety of any person(s) or animal(s)
- b. The preservation or protection of property.
- c. The continuance of necessary University functions.

The emergency procurement shall be limited to the procurement of only the types of items and quantities or time period sufficient to meet the immediate threat and shall not be used to meet long-term requirements.

4.
  - UMB may use contracts established by other Agencies or Institutions provided that use of the contract is in the best interest of the University, and provided that the contract was awarded after a procurement process (including sole source or negotiated procurement) and provided that the terms of the applicable contract allows the use by the University System of Maryland. Examples of contracts are E & I Cooperative, GSA Schedule 70 & 84 contracts, US Communities and WSCA contracts.





---

In accordance with the State Finance and Procurement Article of the Annotated Code of Maryland and University System of Maryland Procurement and Policies Procedures, all procurements for capital improvements and services \$1 million or greater and modifications \$1 million or greater must be approved by BPW. Additionally, any equipment purchase regardless of the dollar amount purchased with general obligation bond funds must be approved by BPW.

The Board comprises the Governor, the Comptroller, and the Treasurer of the State of Maryland. The AVP for SSAS is responsible for preparing the agenda items and representing the University and the University System of Maryland at the Board meetings. The Board normally meets twice every month. The BPW meeting schedule is posted on SSAS's website.

Items that have to be submitted to BPW for approve will add an additional 30 days on the procurement process.

---

In accordance with Board of Regents policy and University System of Maryland Procurement Policies and Procedures, all procurement awards \$5 million and greater must be approved by the Board of Regents. The Board of Regents meets every two months, therefore depending on the timing of the procurement; an additional two months could be added to process at the conclusion of the evaluation process.

---

The State has a goal that each agency attempt to award 29% of all dollars spent with vendors to State Certified Minority Business Enterprises. The following groups are considered MBEs, African American, American Indian/Native American, Asian, Hispanic, Physically or Mentally Disabled and Women. As a State agency, the University must work towards meeting this goal. In addition, subgoals are assigned for procurement exceeding \$200,000 if a MBE goal is established for procurement. SSAS will review all procurements for the potential assigning a MBE goal.

---

The State has a mandate that each agency will award 15% of all dollars spent, with vendors certified under the Small Business Reserve program. Unlike the MBE program where the percentage is a goal, the percentage for the SBR program is a mandate. To take advantage of this program a business, must meet the following criteria:

- a. Is independently owned and operated;
- b. Is NOT a broker;
- c. Is NOT a subsidiary of another business;
- d. Is NOT dominant in its field of operation; where
  1. The operations of the business did not employ more than 50 persons, or the gross sales of the business did not exceed an average of \$4,000,000 in its more recently completed 3 fiscal years; or
  2. The operations of the business did not employ more than 25 persons, or the gross sales of the business did not exceed an average of \$3,000,000 in its most recently completed 3 fiscal years; or
  3. The operations of the business did not employ more than 100 persons, or the gross sales of the business did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years; or
  4. The operations of the business did not employ more than 100 persons, or the gross sales of the business did not exceed an average of \$10,000,000 in its more recently completed 3 fiscal years; or
  5. The operations of the business did not employ more than 50 persons, or the gross sales of the business did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years.

6. The operations of the business did not employ more than 100 persons, or the gross sales of the business did not exceed an average of \$4,500,000 in its most recently completed 3 fiscal years.

The University System of Maryland (USM) requires that equipment exceeding \$50,000 that would be leased, be financed for purchase through the Revolving Equipment Loan Program. The period of the loan, can only 3 or 5 years. All RELP purchases must be pre-approved by USM.

- 
- a. Submit a requisition through the Quantum Financial System. In the Comments To Buyer, indicate that this is a RELP purchase, provide the number of years to be financed (can only be 3 or 5 years) and the project id to charge to repay the loan. Per SPAC, the project id cannot be a grant or contract. Your project id is to go in the comments field only. Use the below Quantum RELP Clearing Chartstring for the requisition.

Quantum RELP Clearing Chartstring

<u>Source</u>	<u>Org.</u>	<u>Activity</u>	<u>Purpose</u>	<u>Function</u>
205	00006203	000000	10021862	630

- b. If sole source, the Single Sole Source Justification and Ethics Law Compliance Certification must be submitted with the requisition.
- c. Services are not permitted under the program and software is not permitted unless the software is the operating system. Installation and training, for example, will generally be acceptable if included in the overall equipment purchase price.
- d. The actual procurement process is no different from any other procurement through Quantum Financials. Upon receipt of the equipment, the department will do receiver in Quantum

S r pm

---

Federally funded acquisitions follow the procurement processes prescribed in the University System of Maryland Procurement Policies and Procedures. However, there are several additional requirements that flow down from the Federal Acquisition Regulation (FAR) and the Office of Management and Budget Circular A-110. The requirements vary based on the funding mechanism and the dollar value of the acquisition.

Procurements over \$100,000 funded by Federal Coenoal Cal-1 (e )2 (a)4 (r)-2 of a( )TJ-221 (l)-2 ct s pCo

---

In accordance with Office of Management and Budget Circular A110, a price or cost analysis must be done for every federally funded procurement and the file documented that the price is fair and reasonable regardless of the dollar value. Competitive procurement by their nature justifies fair and reasonable price. An analysis must be done on all noncompetitive procurements. Award will not be made unless the determination is made that the price is fair and reasonable.

---

To ensure that federal funds are spent in accordance with all applicable laws and regulations, the procurement files for all federally funded transactions are subject to review by the cognizant Federal Contracting Office. For the University of Maryland, the agency responsible for the Contractor Purchasing System Review (CPSR) is the Office of Naval Research (ONR). Periodically, Contracting Officer representatives from ONR review all the federally funded files in Procurement Services and the Office of Research and Development. If the review results in significant or repeat negative findings, the University's eligibility to receive federal grants, contracts and subcontract awards may be withheld. The Small Business Administration (SBA) also reviews the Small and Small Disadvantaged Business Subcontracting Plans for compliance in meeting the goals established in the plan. SBA may assess liquidated damages against the contract for failure to meet goals.

---

The federal government requires that the University submit semi-annual and annual reports on progress of meeting the goals established in the Small and Small Disadvantage Subcontracting plan. The eSARS report is due semi-annual in October and April. The SARS report is due annually in October. The reports are generated by SSAS.

---

The federal government maintains a listing of firms that are excluded, or prohibited from receiving contracts funded by federal funds. It is imperative that the list be checked before contracts in any amount are awarded. The list is available on the web at [www.sam.gov](http://www.sam.gov).

