



SUB-TOPIC

PURCHASES WITH FEDERAL FUNDS

General Information: All purchases with federal funds must comply with federal guidelines and university policy as stated herein. All requisitions using federal funds are sent to the UTD Contracts and Grants Accounting Office for review and approval before being forwarded to Procurement Management for processing. The Principal Investigator is responsible for proper use of federal funds.

Guidelines:

- A. All purchases with federal funds will follow Best Value Procurement procedures and competitive bidding guidelines when applicable (reference E2-130.1 and E2-140.0). Buyers will be guided by OMB Circular A-110 and A-102 Common Rule. This circulars can be found at the following web sites:
<http://www.whitehouse.gov/omb/circulars/a110/a110.html> and <http://www.sao.state.tx.us/Resources/federal/fedadmin.cfm>
- B. For purchases expected to equal or exceed \$25,000, the buyers will:
 1. include in the bid package the Federal Suspension and Debarment Certification as referenced in Exhibit E39.
 2. prior to award, the buyer will verify vendor status via the List of Parties Excluded from Federal Procurement and Non-procurement web site; <http://www.epls.gov>. A verified copy will be kept with the vendor payment file.
 3. if vendor has been suspended and/or debarred from doing business with the federal government, the buyer may award to the next vendor in accordance with Best Value Procurement.
 4. the buyer will place the Assurances/Subrecipient Clause on the Purchase Order. The clause states that "By acceptance of this Agreement/Purchase Order, the Subrecipient hereby certifies the following: Subrecipient is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency."