

## 2.3 Research Purchasing Procedures



### **RESEARCH PURCHASING PROCEDURES**

Originator: Administration

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#### **BACKGROUND:**

In 2006 an act of the Rhode Island General Assembly (RIGL 37-2-18.2) exempted Rhode Island's three (3) public institutions of higher education, the University of Rhode Island, Rhode Island College and the Community College of Rhode Island, from state competitive bidding process provisions for research or research related activity funded with federal funds or other third-party funds. The new act provided that research related purchases at these institutions shall be subject to rules and regulations promulgated by the Board of Governors for Higher Education. The Board of Governors for Higher Education approved the following policy and procedure for purchasing of research products, goods and services and other research related activity at the University of Rhode Island on February 26, 2007.

#### **POLICY:**

The University of Rhode Island and the Board of Governors of Higher Education recognize that purchasing policies for research and research related activity require greater flexibility for the unique circumstances that pertain to research. Greater flexibility will also require greater responsibility by the purchaser to meet appropriate guidelines for scientific research and development. Therefore, it is the policy of the University of Rhode Island to implement purchasing policies, procedures and applications for research and research related activity that allow greater flexibility and responsibility.

This policy shall pertain to any and all purchases for research purposes and related research activities which are funded by federal funds and/or third party funds only. This policy shall not apply to purchases funded in part or with state funds. All other University and state policies and procedures including but not limited to conflict of interest, intellectual property, purchasing, food, beverage and catering, and policies and procedures of the sponsored project grantor, federal or otherwise shall still pertain to these purchases. It is the responsibility of the purchaser to be familiar with these policies and procedures prior to securing purchases utilizing research funds.

## **PROCEDURE:**

1. For purchases up to \$5000, no quotations are required. The purchaser may:
  - a. use a P-Card issued to the college or department, if available, or
  - b. use the university Limited Value Purchase Order (LVPO)  
(See Section [2.16](#) & [3.13](#)) or
  - c. use the standard college requisition procedure (See Section [2.1](#) & [3.2](#)) and Purchasing Department may solicit a quotation and issue a Purchase Order.
  
2. For purchases from sole source provider(s) in excess of \$5,000, the purchaser must submit a standard college requisition with sole source quote and justification. The Purchasing Department will make final determination of sole source and issue a Purchase Order.
  
3. For sub-award to Sub-Recipient/Sub-Contract agreements, as defined in OMB Circular A-110 for Organizations (Profit and Non-Profit), the purchaser shall submit a completed and signed contract with the standard college requisition to Grants and Contract Accounting Office (G&CA). G&CA will review and forward to Purchasing Department and a purchase order will be issued.
  
4. For purchases of \$5,001 to \$25,000, three written quotations are required. The purchaser shall use standard college requisition and may:
  - a. submit three written quotes with the college requisition for review, approval and issuance of purchase order or
  - b. submit the standard college requisition and Purchasing Department will obtain 3 written quotes via an informal Request for Quotation (RFQ) process and issue a Purchase Order.
  
5. For purchases in excess of \$25,000, the purchaser shall submit the standard college requisition to the Purchasing Department to solicit competitive sealed bids through the University Purchasing Department. No posting on the Rhode Island Vendor Information Program or solicitation through state purchasing is required.

## **APPLICABILITY AND COMPLIANCE:**

This policy is limited to federal or third party funds used for research purchases only which are defined in the URI Accounting System Third Party Research Fund Codes as Funds 110, 126 and 500.

All federal grant related purchases shall conform to OMB Circular A- 110 Procurement Standards including the sections 40 to 48, <https://www.whitehouse.gov/wp-content/uploads/2017/11/Circular-110.pdf>

Limited Value Purchase Orders (LVPOs) are restricted to single, one-time purchase and delivery situations. LVPOs cannot be used for procurements requiring multiple delivery, multiple billings or blanket purchases.

The University's policy and procedures regarding research purchases shall be adhered to by all users. A periodic review will be performed by the URI Internal Audit staff as warranted and determined by the Vice President for Administration. If it is determined that there has been an abuse of these policies and/or procedures, the individual and/or the department will be required to designate and authorize private and/or personal funds to pay for the improper purchase(s).