

UC PROCUREMENT SERVICES FEDERAL FUNDS CHECKLIST

For all Federally-funded purchases ≥ \$10,000

DATE: _____ FUND #: _____ REQUISITION or P.O. #: _____	BUYER NAME: _____ CUMULATIVE P.O. TOTAL: _____ PRIME/SPONSOR AWARD #: _____
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1. GENERAL REQUIREMENTS

- | <u>IN FILE</u> | <u>DOCUMENTATION REQUIREMENT</u> |
|--------------------------|---|
| <input type="checkbox"/> | <u>Prime/Sponsor Award number</u> – include in P.O. or agreement |
| <input type="checkbox"/> | <u>Source Selection and Price Reasonableness (SSPR) Form</u>
https://sp.ucop.edu/sites/procurement/PPLDT/Pages/Federal-Funds-Resources.aspx |

AWARD TYPE

PRIME¹: **GRANT (Go to section 2)** **COOPERATIVE AGREEMENT (Go to section 2)** **CONTRACT (Go to section 3)**

FEDERAL FLOW-THROUGH¹: **GRANT (Go to section 2)** **CONTRACT (Go to section 3)**

2. REQUIREMENTS FOR FEDERAL GRANTS AND COOPERATIVE AGREEMENTS

<u>IN FILE</u>	<u>N/A</u>	<u>DOCUMENTATION REQUIREMENT</u>	<u>P.O. \$ LIMIT</u>
		<u>Uniform Guidance 2 CFR 200 Flow Downs</u> - covered in the following articles in the UC Terms & Conditions. The articles listed below cannot be deleted or edited:	All Orders
<input type="checkbox"/>		<u>Article 2 Term and Termination</u> : Termination for cause & convenience by the non-Federal entity, including manner by which it will be affected and the basis for settlement;	
<input type="checkbox"/>		<u>Article 6 Warranties, H. Debarment and Suspension</u>	
<input type="checkbox"/>		<u>Article 6 Warranties, K. Prohibition on certain surveillance/telecommunications</u>	
<input type="checkbox"/>		<u>Article 11 Federal Funds, C.a. Rights to Inventions</u>	
<input type="checkbox"/>		<u>Article 11 Federal Funds, C.b. Clean Air Act (42 U.S.C. 7401-7671q., 3 CFR Part 401)</u>	
<input type="checkbox"/>		<u>Article 11 Federal Funds, C.c. Byrd Anti-Lobbying</u>	
<input type="checkbox"/>		<u>Article 11 Federal Funds, C.d. Procurement of Recovered Materials</u>	
<input type="checkbox"/>		<u>Article 11 Federal Funds, C.e. Domestic Preferences</u>	
<input type="checkbox"/>		<u>Article 12 Equal Opportunity Affirmative Action</u>	
<input type="checkbox"/>		<u>*Debarment Verification</u>	All Orders
		Campus locations to select documentation process from options listed in the "Notes" section at the bottom of page 2.	
<input type="checkbox"/>	<input type="checkbox"/>	<u>*Anti-Lobby Verification</u>	≥ \$100,000
		Campus locations to select documentation process from options listed in the "Notes" section at the bottom of page 2.	
<input type="checkbox"/>	<input type="checkbox"/>	<u>Price Analysis/Price Reasonableness (2 CFR 200.324(a))</u> –	≥ \$250,000
		Ensure Section III [^] is filled out completely on the SSPR.	
<input type="checkbox"/>	<input type="checkbox"/>	<u>Profit Analysis (2 CFR 200.324(b))</u> –	≥ \$250,000
		For purchases <i>without</i> price competition (such as only receiving one bid or a sole source), the vendor's profit has been negotiated and documented in Section III on the SSPR.	

¹Prime funds are awards to the UC directly from a federal agency. Federal Flow-Through funding comes to the UC from another non-federal agency (such as an institute of higher education) as a subaward to the UC.

[^]If the purchase was competitively bid, Section III should include the pricing of the other bidder(s).

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3. REQUIREMENTS FOR FEDERAL CONTRACTS

<u>IN FILE</u>	<u>N/A</u>	<u>DOCUMENTATION REQUIREMENT</u>	<u>P.O. \$ LIMIT</u>
		<u>Federal Acquisition Regulations (FAR) Flow Downs</u> - covered in the UC Terms & Conditions as stated below. The articles listed below cannot be deleted or edited during contract negotiations with suppliers:	All Orders
<input type="checkbox"/>	<input type="checkbox"/>	**Commercial Goods and/or Services – <i>Article 11 Federal Funds, subsection A</i> ; or	
<input type="checkbox"/>	<input type="checkbox"/>	**Non-Commercial Goods and/or Services – <i>Article 11 Federal Funds, subsection B</i>	
<input type="checkbox"/>		<i>Article 6 Warranties, K. Prohibition on certain surveillance/telecommunications</i>	
<input type="checkbox"/>		<i>Article 2 Term and Termination – UC <u>must</u> be able to terminate for convenience (FAR 49.502)</i>	
		<u>Equipment Title</u> – If the Prime Award states government takes title to equipment:	All Goods Orders
<input type="checkbox"/>	<input type="checkbox"/>	The purchase is tax exempt; and	
<input type="checkbox"/>	<input type="checkbox"/>	Insert the following language in P.O. or agreement: <i>“Sales tax is not included because title to the item(s) will vest in the federal government upon acquisition.”</i>	
		<u>Federal Funding Accountability and Transparency Act (FFATA) – Flow-through</u> N/A	≥ \$30,000
<input type="checkbox"/>	<input type="checkbox"/>	Suppliers must be registered in the System for Award Management (SAM) to be issued a P.O. or agreement when FFATA applies. The supplier’s registration status must be “active”. Verify this by going to https://www.sam.gov and entering the supplier’s nine-digit DUNS number (no dashes), business name, or CAGE code.	
<input type="checkbox"/>	<input type="checkbox"/>	The FFATA Reporting Form must be completed and signed – Flow-through N/A (https://sp.ucop.edu/sites/procurement/PPLDT/Pages/Federal-Funds-Resources.aspx)	
<input type="checkbox"/>	<input type="checkbox"/>	* <u>Debarment Verification</u> Campus locations to select documentation process from options listed in the “Notes” section at the bottom of page 2.	≥ \$35,000
<input type="checkbox"/>	<input type="checkbox"/>	* <u>Anti-Lobby Verification</u> Campus locations to select documentation process from options listed in the “Notes” section at the bottom of page 2.	≥ \$150,000
<input type="checkbox"/>	<input type="checkbox"/>	<u>Small Business Solicitation Documentation</u> Documentation process to be determined by Campus locations	≥ \$250,000
<input type="checkbox"/>	<input type="checkbox"/>	<u>Supplier Small Business Subcontracting Plan (SBSP)</u> If supplier is a large business, a SBSP is required. If using a small business, SBSP is not required. Small business certification is required. Documentation process to be determined by Campus locations	≥ \$750,000
<input type="checkbox"/>	<input type="checkbox"/>	<u>Truth In Negotiations Act (TINA)</u> Complete the Certificate of Current Cost or Pricing Data, including for any modification transactions (https://sp.ucop.edu/sites/procurement/PPLDT/Pages/Federal-Funds-Resources.aspx)	≥ \$2,000,000

Notes:

*Process for Debarment and Anti-Lobby Verification:

A. **SAM:** Debarment - Search supplier’s debarment status in SAM (<https://www.sam.gov>). If the page states “no exclusions”, print or save page for the P.O. file.

Anti-Lobby - Search supplier in SAM. Go to the “Reps & Certs” page(s) and locate “FAR 52.203.11”. Print or save page for P.O. file. If “FAR 52.203.11”. is not listed, use option B. UC Form.

If supplier is not in SAM, use option B. UC Form.

B. **UC Form:** Complete the applicable section(s) of the Debarment and Anti-Lobby Certification Form (<https://sp.ucop.edu/sites/procurement/PPLDT/Pages/Federal-Funds-Resources.aspx>), then send to supplier to complete and sign. Insert a copy of the completed and signed form in the P.O. file.

**Refer to FAR 2.101 for details regarding “Commercial” & “Non-Commercial” definitions.