



Federal Funds Requirements Training

Procurement Services
January 11, 2024

UCI Division of Finance and Administration | With U • For U

Today's Agenda

- Welcome
- Federal Funds Required Documents
- How to Submit Federal Subcontracting Small Business Plan
- How to Find Department/Anti-Lobby Verification
- Creating a SAM.gov Account
- How to Find Supplier on SAM.gov
- How to Fill Out UC Form
- How to Fill Out Federal Funds Checklist
- How to Fill Out SSPR
- FAQs
- Q & A



Remember

As an employee of a public university, it is your responsibility to comply with all procurement laws, rules, regulations, executive orders, policies and procedures concerning the purchase of goods and services:

- UCOP BUS-43
- UCI 707-10
- UCI 701-23
- California Public Contract Code
- Uniform Guidance
- Small Business First
- Covered Services



You are **not authorized to sign on behalf of the University** or to bind the University in any manner.

It is **a violation of federal and state law and UC policy** to procure a service or commodity without acquiring the necessary approvals and documents in advance.

If you do, you may be held **personally responsible for the cost** of the products or services purchased.

Reminders

- Additional actions/documents may be needed depending on the type of commodity being purchased including, but not limited to:
 - [Software/IT Services](#) (Department Training: [Slides \(PDF\)](#) | [Video](#))
 - [Performance Agreements](#)
 - [Purchasing Agreements](#)
 - [Covered Services](#) (Department Training: [Slides \(PDF\)](#) | [Video](#))
 - [Buying Services](#)
 - [Buying Goods](#)
 - [Events and Venue Agreements](#)
- This presentation **does not replace any applicable trainings** but should be used to help familiarize yourself with or become aware of the different documents that may be required.

Federal Funds Threshold Requirements

Please use this table to identify required documents for different use and thresholds.

Use	Threshold	Form Title
All Federally funded-transactions	≥ \$10,000	Federal Funds Checklist
All Federally funded-transactions	≥ \$10,000	Source Selection & Price Reasonableness (SSPR)
All Federal Grants & Cooperative Agreements	All Orders (Debarment) ≥ \$100,000 (Anti-Lobby)	Debarment & Anti-Lobby Certification Form
Federal Contracts	≥ \$35,000 (Debarment) ≥ \$150,000 (Anti-Lobby)	Debarment & Anti-Lobby Certification Form
Federal Contracts	≥ \$30,000 (Suppliers must be "active" status in SAM.gov system)	Federal Funding Accountability & Transparency (FFATA)
Federal Contracts	≥ \$250,000	Small Business Solicitation Documentation
Federal Contracts	≥ \$750,000	Supplier Small Business Subcontracting Plan (large business) or small business certification
Federal Contracts	≥ \$2 million	Certificate of Current Cost or Pricing Data
Federal Contracts - Required for change orders where original TINA was certified for different amount	≥ \$2 million	Certificate of Current Cost or Pricing Data for CHANGE ORDERS

Federal Grants and Cooperative Agreements

\$10,000-\$99,999.99

- [Federal Funds Checklist](#)
- [Source Selection Price Reasonableness \(SSPR\) Form](#)
- Debarment Verification (see [slide 12](#))

\$100,000-\$249,999.99

- [Federal Funds Checklist](#)
- [Source Selection Price Reasonableness \(SSPR\) Form](#)
- Debarment Verification (see [slide 12](#))
- Anti-Lobby Verification (see [slide 12](#))

\$250,000 and above

- [Federal Funds Checklist](#)
- [Source Selection Price Reasonableness \(SSPR\) Form](#)
 - **Section III of SSPR MUST be filled out completely; if purchase was competitively bid, include pricing of other bidder(s).**
- Debarment Verification (see [slide 12](#))
- Anti-Lobby Verification (see [slide 12](#))
- *If no price competition like one bid/sole source: Vendor Profit Negotiations documented in Section III of SSPR*

Federal Contracts (Page 1 of 4)

\$10,000-\$29,999.99

- [Federal Funds Checklist](#)
- [Source Selection Price Reasonableness \(SSPR\) Form](#)

\$30,000-\$34,999.99

- [Federal Funds Checklist](#)
- [Source Selection Price Reasonableness \(SSPR\) Form](#)
- Federal Funding Accountability and Transparency Act (FFATA) - Supplier must have "active" registration on SAM.gov. *[Not needed if using a Flow-through account]*
- [FFATA Reporting Form](#) - Supplier completes section II *[Not needed if using a Flow-through account]*

\$35,000-\$149,999.99

- [Federal Funds Checklist](#)
- [Source Selection Price Reasonableness \(SSPR\) Form](#)
- Federal Funding Accountability and Transparency Act (FFATA) - Supplier must have "active" registration on SAM.gov. *[Not needed if using a Flow-through account]*
- [FFATA Reporting Form](#) - Supplier completes section II. *[Not needed if using a Flow-through account]*
- Debarment Verification (see slide 12)

Federal Contracts (Page 2 of 4)

\$150,000-\$249,999.99

- [Federal Funds Checklist](#)
- [Source Selection Price Reasonableness \(SSPR\) Form](#)
- Federal Funding Accountability and Transparency Act (FFATA) - Supplier must have "active" registration on SAM.gov *[Not needed if using a Flow-through account]*
- [FFATA Reporting Form](#) - Supplier completes section II *[Not needed if using a Flow-through account]*
- Debarment Verification (see [slide 12](#))
- Anti-Lobby Verification (see [slide 12](#))

\$250,000-\$749,999.99

- [Federal Funds Checklist](#)
- [Source Selection Price Reasonableness \(SSPR\) Form](#)
- Federal Funding Accountability and Transparency Act (FFATA) - Supplier must have "active" registration on SAM.gov *[Not needed if using a Flow-through account]*
- [FFATA Reporting Form](#) - Supplier completes section II *[Not needed if using a Flow-through account]*
- Debarment Verification (see [slide 12](#))
- Anti-Lobby Verification (see [slide 12](#))
- [Small Business Solicitation Documentation](#)

Federal Contracts (Page 3 of 4)

\$750,000-\$1,999,999.99

- [Federal Funds Checklist](#)
- [Source Selection Price Reasonableness \(SSPR\) Form](#)
- Federal Funding Accountability and Transparency Act (FFATA) - Supplier must have "active" registration on SAM.gov *[Not needed if using a Flow-through account]*
- [FFATA Reporting Form](#) - Supplier completes section II *[Not needed if using a Flow-through account]*
- Debarment Verification (see [slide 12](#))
- Anti-Lobby Verification (see [slide 12](#))
- [Small Business Solicitation Documentation](#)
- *(If supplier is a large business)* Supplier Small Business Subcontracting Plan (SBSP)
- *(If supplier is a small business)* Small Business Certification

Federal Contracts (Page 4 of 4)

\$2 Million and above

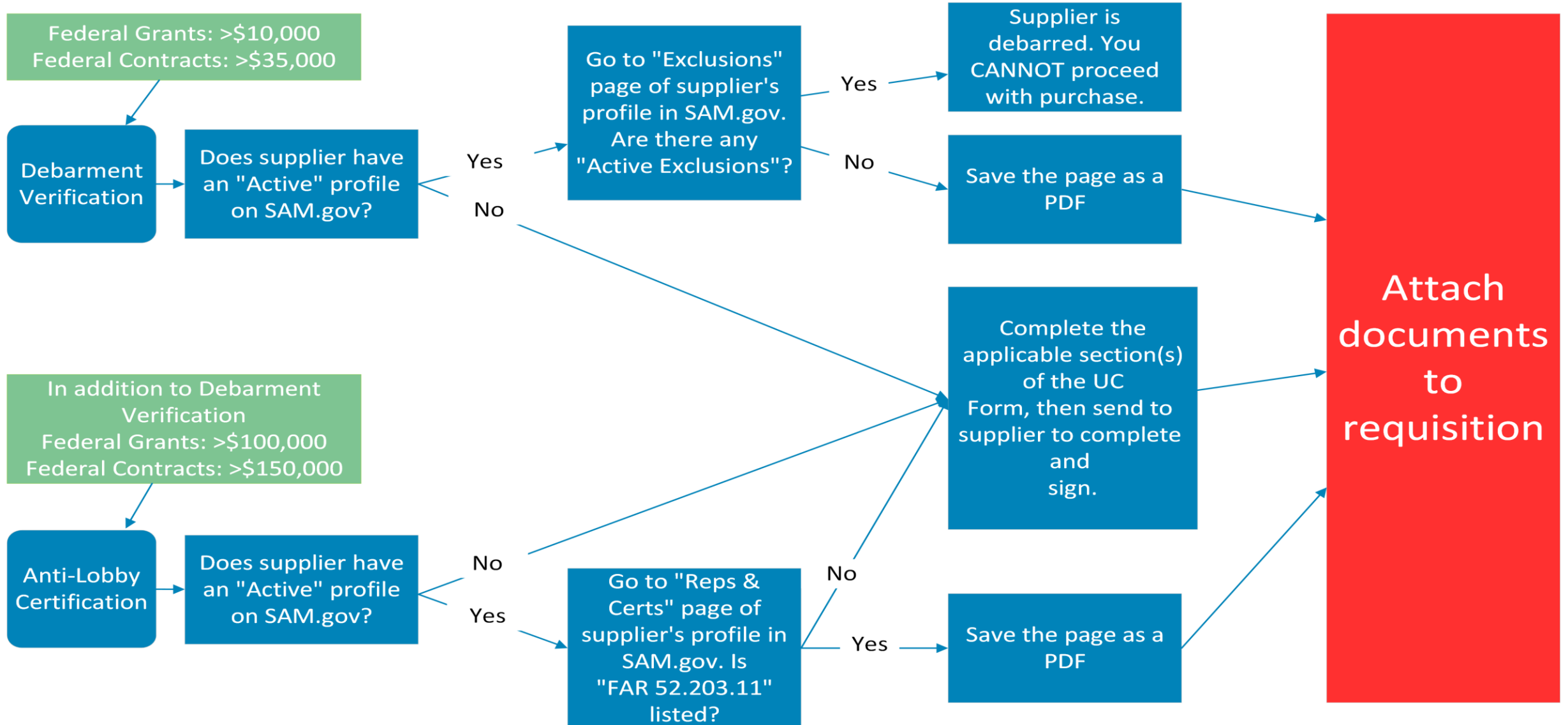
- [Federal Funds Checklist](#)
- [Source Selection Price Reasonableness \(SSPR\) Form](#)
- Federal Funding Accountability and Transparency Act (FFATA) - Supplier must have "active" registration on SAM.gov *[Not needed if using a Flow-through account]*
- [FFATA Reporting Form](#) - Supplier completes section II *[Not needed if using a Flow-through account]*
- Debarment Verification (see [slide 12](#))
- Anti-Lobby Verification (see [slide 12](#))
- [Small Business Solicitation Documentation](#)
- *(If supplier is a large business)* Supplier Small Business Subcontracting Plan (SBSP)
- *(If supplier is a small business)* Small Business Certification
- [Certificate of Current Cost or Pricing Data](#)- signed by Supplier
 - If there was a change in the orders where the original TINA was certified for different amount: [Certificate of Current Cost or Pricing Data for CHANGE ORDERS](#)

How to Submit Federal Subcontracting Small Business Plan

- PI/faculty emails the budget for award proposal to Small Business Plan Administrator.
 - The administrator is Shauna Niswonger, shauna.n@uci.edu.
- Work with Administrator to identify what parts of the budget can be purchased through a small business.

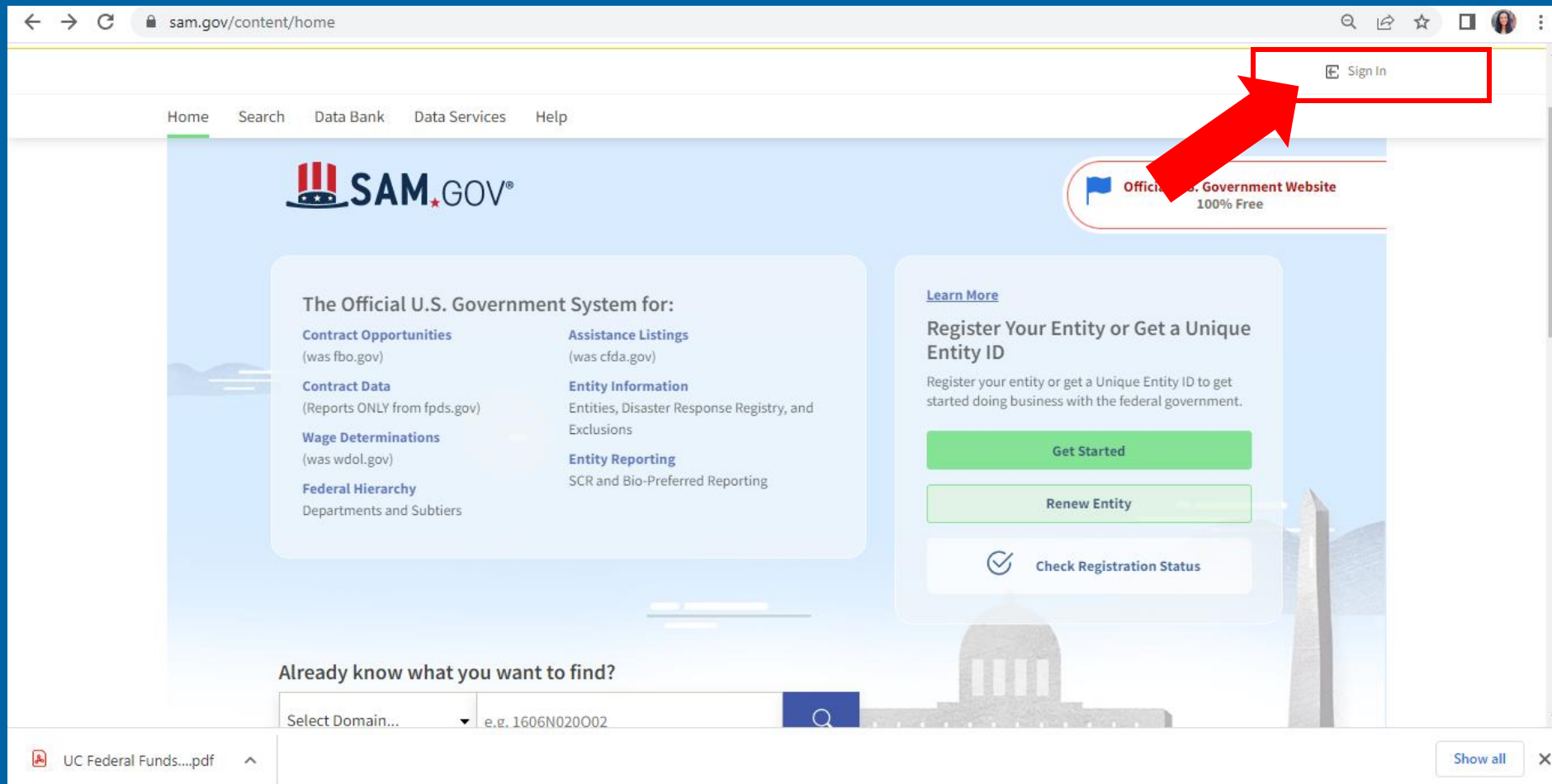
How to Obtain Debarment/Anti-Lobby Verifications

Link to: [SAM.gov](https://sam.gov)
Link to: [UC Form](#)



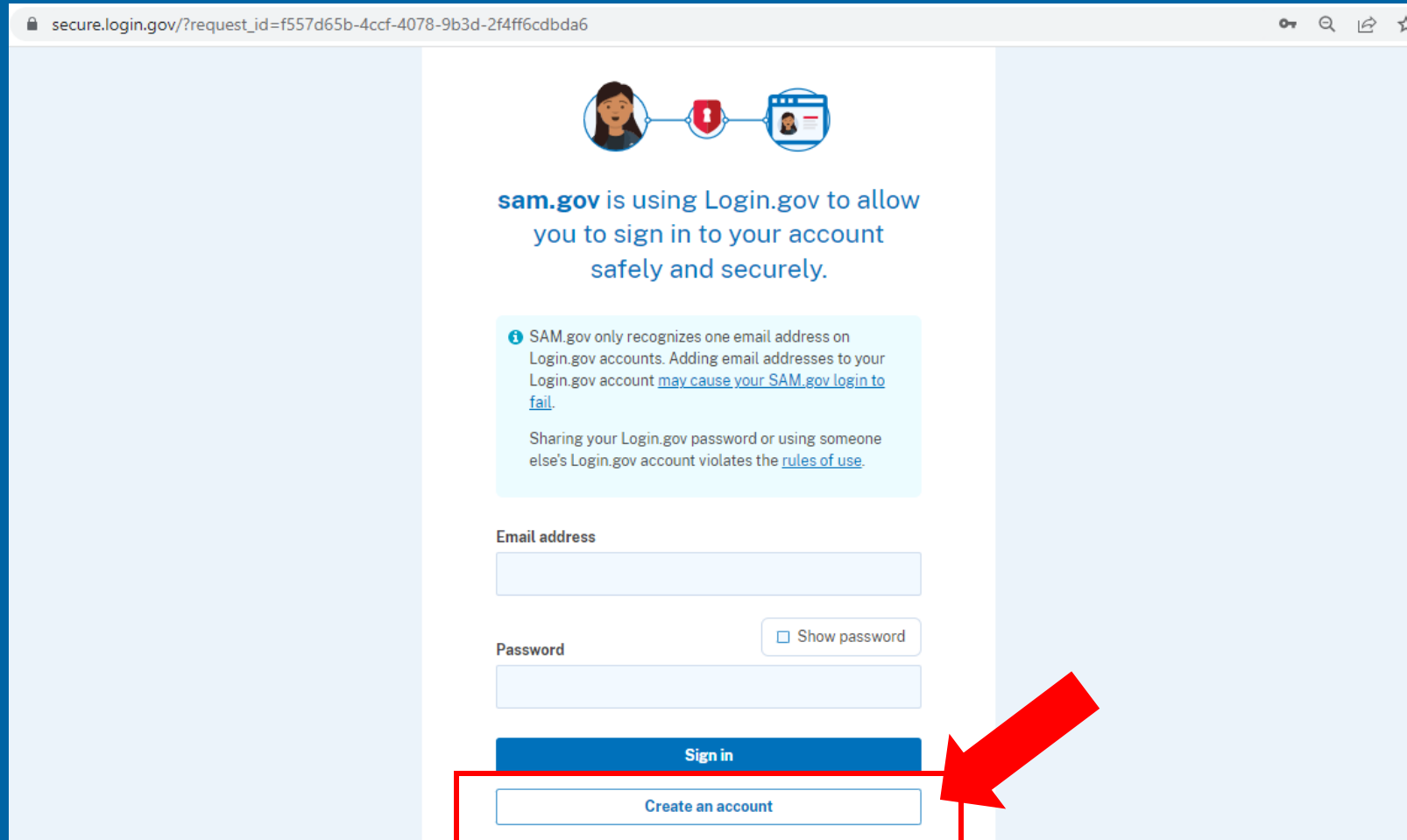
Creating a SAM.gov Account

- To conduct entity searches in **SAM.gov**, you must create an account
- Please navigate to SAM.gov and press sign in the top right corner



Creating a SAM.gov Account

- Click "create an account"



secure.login.gov/?request_id=f557d65b-4ccf-4078-9b3d-2f4ff6cdbda6



sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

i SAM.gov only recognizes one email address on Login.gov accounts. Adding email addresses to your Login.gov account [may cause your SAM.gov login to fail](#).

Sharing your Login.gov password or using someone else's Login.gov account violates the [rules of use](#).

Email address

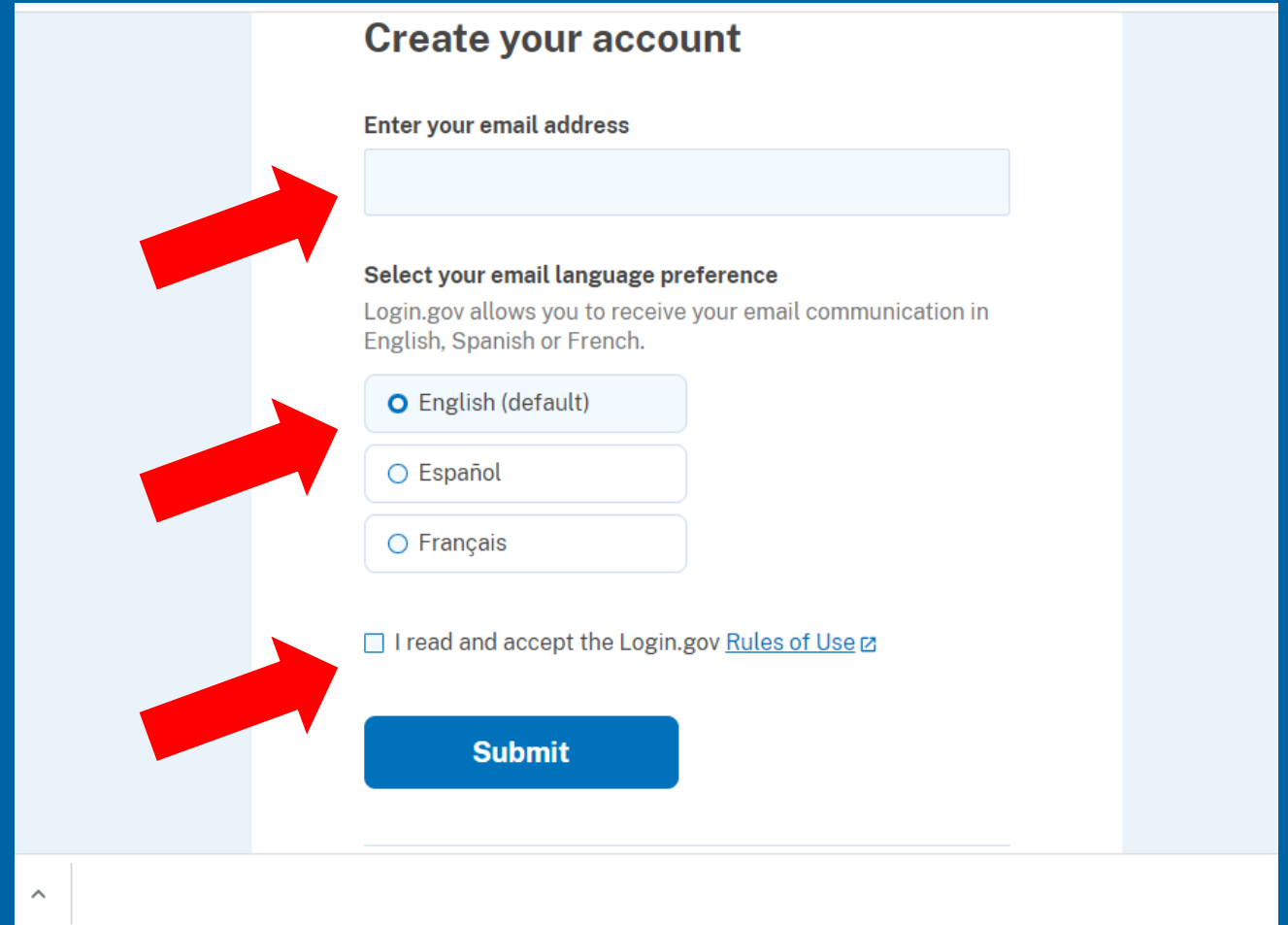
Password ☐ Show password

Sign in

Create an account

Creating a SAM.gov Account

- Enter your email address
- Select language preference
- Accept the Rules of Use



Create your account

Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)

☐ Español

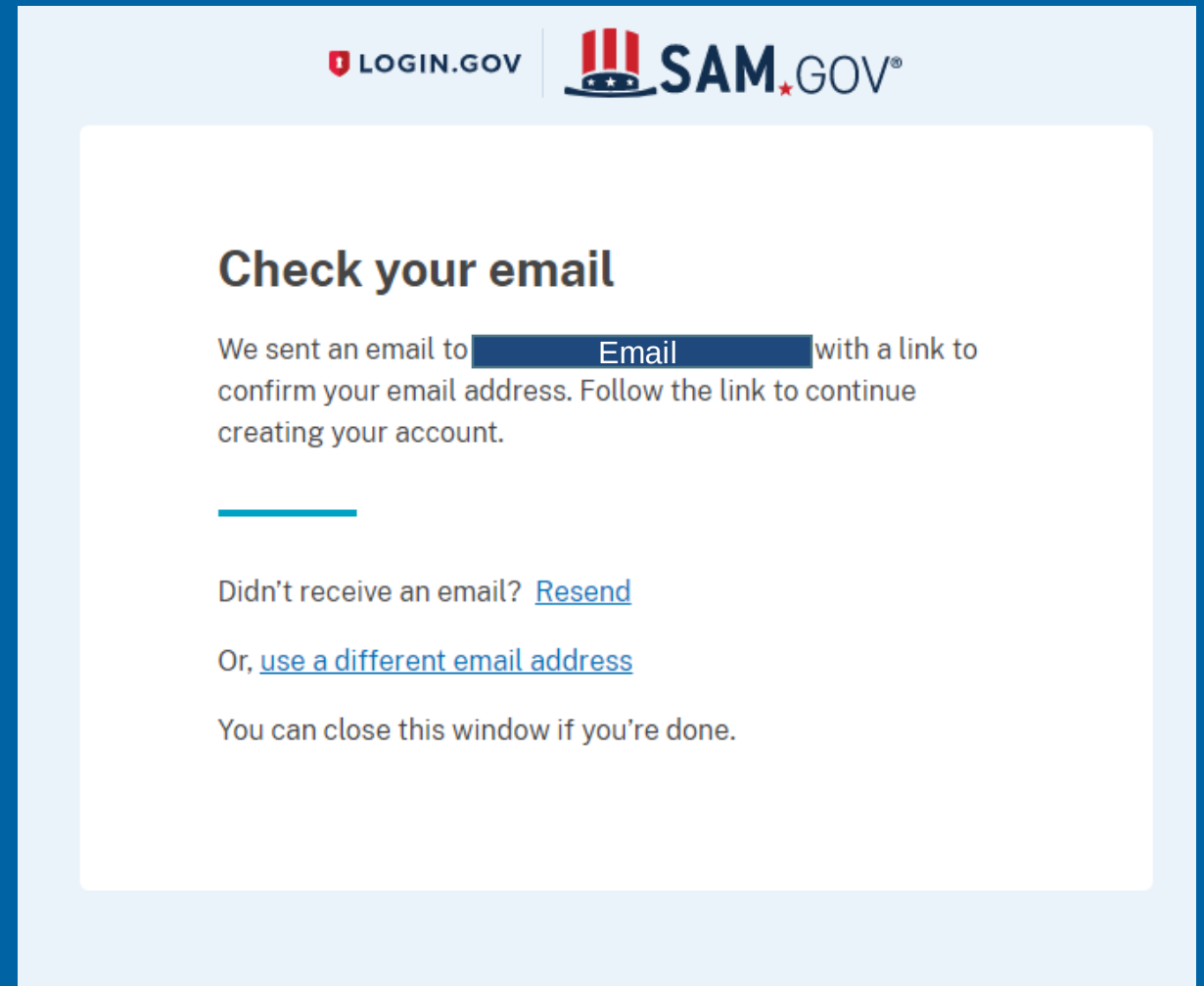
☐ Français

☐ I read and accept the Login.gov [Rules of Use](#)

Submit

Creating a SAM.gov Account

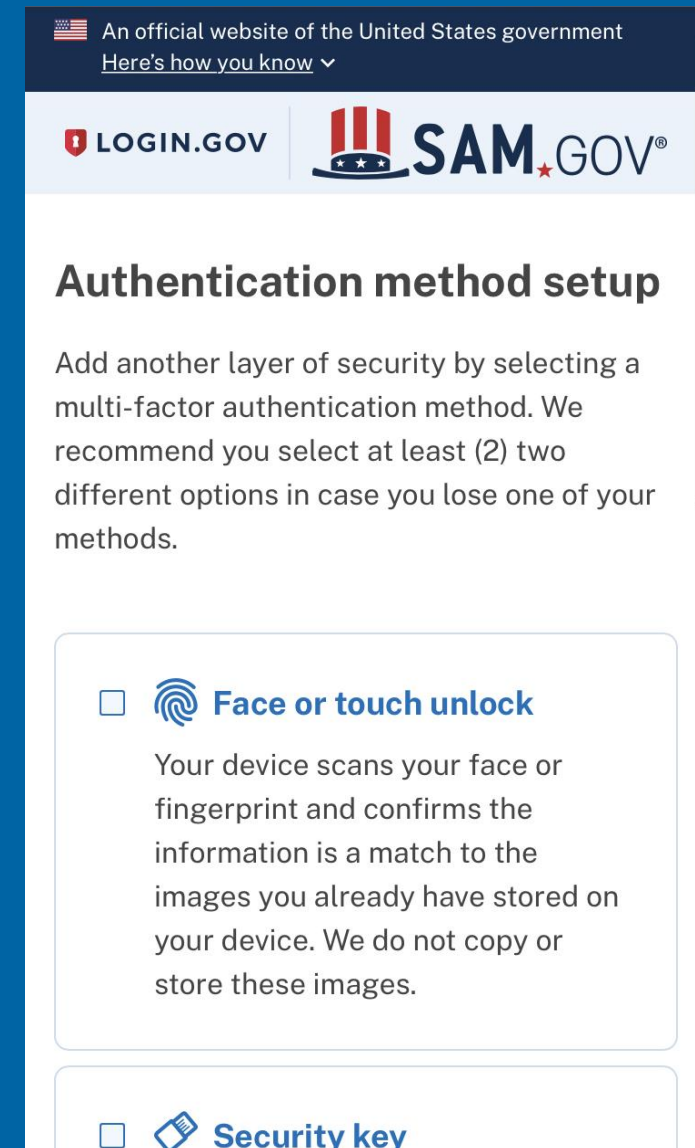
- Check your email to confirm your email address
- Click the "Confirm Email Address" link
- Create a Password



Creating a SAM.gov Account

After creating a password, you will be prompted to choose a multi-factor authentication method (recommended to choose 2)

- Touch or face unlock
- Security Key
- Authentication Application
- Text or Voice Message
- Backup Codes



The screenshot shows the SAM.gov website interface for setting up multi-factor authentication. At the top, there is a dark blue header with the text "An official website of the United States government" and a link "Here's how you know". Below the header, the "LOGIN.GOV" and "SAM.GOV" logos are displayed. The main heading is "Authentication method setup". The text below the heading states: "Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods." There are two visible options, each with an unchecked checkbox: "Face or touch unlock" and "Security key".

An official website of the United States government
[Here's how you know](#) ▾

LOGIN.GOV **SAM.GOV®**

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

- ☐  **Face or touch unlock**
Your device scans your face or fingerprint and confirms the information is a match to the images you already have stored on your device. We do not copy or store these images.
- ☐  **Security key**

How to Find Supplier on SAM.gov (Page 1 of 3)

1. Sign into Account

2. Click on "Search"

The screenshot shows the SAM.gov homepage. At the top, there is a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. The 'Search' link is circled in red, and a red arrow points to it from the text '2. Click on "Search"'. Above the navigation bar, there are two alert boxes: 'Entity Validation Processing' and 'Planned Maintenance Schedule'. To the right of these alerts are buttons for 'Requests', 'Notifications', 'Workspace', and 'Sign Out'. The main content area features the SAM.gov logo, a banner for 'Official U.S. Government Website 100% Free', and two large sections: 'The Official U.S. Government System for:' and 'Register Your Entity or Get a Unique Entity ID'. The first section lists various services like Contract Opportunities, Contract Data, Wage Determinations, Federal Hierarchy, Assistance Listings, Entity Information, and Entity Reporting. The second section has a 'Get Started' button.

Entity Validation Processing [Show Details](#)
Oct 24, 2023

Planned Maintenance Schedule [Show Details](#)
Apr 3, 2022

Requests Notifications Workspace Sign Out

Home **Search** Data Bank Data Services Help

SAM.GOV®

Official U.S. Government Website
100% Free

The Official U.S. Government System for:

- Contract Opportunities
- Contract Data
(Reports ONLY from fpds.gov)
- Wage Determinations
- Federal Hierarchy
Departments and Subtiers
- Assistance Listings
- Entity Information
Entities, Disaster Response Registry,
Exclusions, and Responsibility/
Qualification (was fapiis.gov)
- Entity Reporting

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

How to Find Supplier on SAM.gov (Page 2 of 3)

3. Select "Entities" as Domain. Enter Supplier name

Select Domain
Entity Information

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

☐ Any Words

☒ All Words

☐ Exact Phrase

e.g. 123456789, Smith Corp

"Fisher Scientific"

THERMO FISHER SCIENTIFIC (THAILAND) CO., LTD. ● Active Registration

Unique Entity ID
UUAYT59D4RN3

CAGE Code
SBKX4

Physical Address
158/6 ANEK WANIT BUILDING
FL.6, ROOM 8,D SOI
SUKHUMVIT 5 SUKHUMVIT
ROAD, VADHANA, 10110 THA

Entity

Expiration Date
Sep 14, 2024

Purpose of Registration
All Awards

FISHER SCIENTIFIC COMPANY L.L.C. ● Active Registration

Unique Entity ID
MUW4UURWD4E1

CAGE Code
1KGE8

Physical Address
3970 JOHNS CREEK CT,
SUWANEE, GA 30024 USA

Entity

Expiration Date
Nov 14, 2023

Purpose of Registration
All Awards

Thermo Fisher Scientific Chemicals, Inc. ● Active Registration

Unique Entity ID
N3TTP71B2SY9

CAGE Code
3LRY4

Physical Address
2 Radcliff Rd, Tewksbury, MA
01876 USA

Entity

Expiration Date
Nov 22, 2023

Purpose of Registration
All Awards

FISHER SCIENTIFIC COMPANY L.L.C. ● Active Registration

Unique Entity ID
NM4KGF2MKK96

CAGE Code
5E871

Physical Address
4500 Turnberry Dr , Hanover
Park, IL 60133 USA

Entity

Expiration Date
Jan 6, 2024

Purpose of Registration
All Awards

FISHER SCIENTIFIC COMPANY L.L.C. ● Active Registration

Unique Entity ID
F5TEGZ32EJ38

CAGE Code
1K925

Physical Address
11450 COMPAQ CENTER
WEST DR, STE 570,
HOUSTON, TX 77070 USA

Entity

Expiration Date
Nov 15, 2023

Purpose of Registration
All Awards

FISHER SCIENTIFIC PTE LTD ● Active Registration

Unique Entity ID
MH1RQLA57LB9

CAGE Code
QC417

Physical Address
33 MARSILING IND ESTATE
ROAD 3 #07-06, SINGAPORE,

Entity

Expiration Date
Apr 15, 2024

Purpose of Registration
All Awards

4. Click on the Supplier Profile

Tips on Entity Searches – Vendors may have multiple profiles + addresses. Cross-reference the address to verify most accurate entry

How to Find Supplier on SAM.gov (Page 3 of 3)

5. "Exclusions" page for Debarment Verification

The screenshot shows the left-hand navigation menu of the SAM.gov Entity Registration page. The menu items are: Entity Registration, Core Data, Business Information, Entity Types, Financial Information, Points of Contact, Assertions, Reps and Certs (FAR/DFARS), Reps and Certs (Financial Assistance), Exclusions, and Responsibility / Qualification. The 'Exclusions' item is circled in red. A red arrow points from the 'Exclusions' item to the 'Reps and Certs (FAR/DFARS)' item, which is also circled in brown.

- Entity Registration
- Core Data
- Business Information
- Entity Types
- Financial Information
- Points of Contact
- Assertions
- Reps and Certs (FAR/DFARS)
- Reps and Certs (Financial Assistance)
- Exclusions
- Responsibility / Qualification

6. "Reps and Certs" page for Anti-Lobby Verification

The screenshot shows the profile page for FISHER SCIENTIFIC COMPANY L.L.C. The page includes the following information:

- Entity Information:** FISHER SCIENTIFIC COMPANY L.L.C. (Active Registration)
- Unique Entity ID:** MUW4UUKWD4E1
- CAGE/NCAGE:** 1KGE8
- Expiration Date:** Nov 14, 2023
- Physical Address:** 3970 Johns Creek CT, Suwanee, Georgia 30024-1297, United States
- Mailing Address:** 3970 Johns Creek Court STE 500, Suwanee, Georgia 30024-1297, United States
- Purpose of Registration:** All Awards
- Version:** Current Record

A brown arrow points from the 'Reps and Certs (FAR/DFARS)' item in the left-hand menu to the 'Physical Address' section of the profile page.

How to Fill Out UC Form - Page 1 (Debarment Certification)



UC PROCUREMENT SERVICES DEBARMENT AND ANTI-LOBBY CERTIFICATION

Suppliers **must** sign this form in the designated location on page 2.

To be completed by UC Procurement:

Supplier Name: _____

Requisition/Contract/Purchase Order Number: _____

Departmental
buyers complete these
sections

A. Debarment Certification

To be completed by UC Procurement

- ☐ Federal grant or cooperative agreement: all purchases
- ☐ Federal contract: $\geq \$35,000$

Suppliers, please complete the following certification and sign the bottom of page 2.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (FIRST TIER SUBCONTRACTOR)

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that—

Suppliers complete this
section and must sign
bottom of page

(i) The Offeror and/or any of its Principals—

- (A) Are ☐ are not ☐ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
- (B) Have ☐ have not ☐ within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
- (C) Are ☐ are not ☐ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The Offeror has ☐ has not ☐ within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

How to Fill Out UC Form - Page 2 (Anti-Lobby Certification)

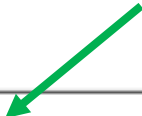


UC PROCUREMENT SERVICES DEBARMENT AND ANTI-LOBBY CERTIFICATION

- (e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the University, the University may terminate the contract resulting from this solicitation for default.

(B) Anti-Lobby Certification

Departmental buyers complete
this section

A green arrow points from the text "Departmental buyers complete this section" to a box containing the "To be completed by UC Procurement" section.

To be completed by UC Procurement:

- ☐ Federal grant or cooperative agreement: $\geq$ \$100,000
☐ Federal contract: $\geq$ \$150,000

CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (SEPT 2007)

- (a) *Definitions.* As used in this provision—"Lobbying contact" has the meaning provided at [2 U.S.C. 1602\(8\)](#). The terms "agency," "influencing or attempting to influence," "officer or employee of an agency," "person," "reasonable compensation," and "regularly employed" are defined in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions" ([52.203-12](#)).
- (b) *Prohibition.* The prohibition and exceptions contained in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions" ([52.203-12](#)) are hereby incorporated by reference in this provision.
- (c) *Certification.* The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract.

How to Fill Out UC Form - Page 2 (Supplier Signature)

(d) *Disclosure.* If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(e) *Penalty.* Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by [31 U.S.C. 1352](#). Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure required to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

This certification must be signed by an authorized representative of your organization.

Certified by (Signature): _____

Printed Name: _____

Company Name: _____

Date: _____

**Suppliers must sign
here whenever this
form is used**



How to Fill Out Federal Funds Checklist – Page 1

- This is a checklist to ensure that all the required documents based on funding type and dollar amount listed in slides 5-10 are included.
- Department Buyers complete the checklist.
- Please coordinate with the award administrator/Fiscal Officer in your department for the Prime/Sponsor Award#.

"Flow-through" fund: *Federal awards funds that “flow-through” from another institution (i.e. state, university, etc.) or non-federal agency to UC. Transactions funded by such awards are subject to federal requirements.*

UNIVERSITY OF CALIFORNIA		UC PROCUREMENT SERVICES FEDERAL FUNDS CHECKLIST	
		For all Federally-funded purchases ≥ \$10,000	
DATE:		BUYER NAME:	
FUND #:		CUMULATIVE P.O. TOTAL:	
REQUISITION or P.O. #:		PRIME/SPONSOR AWARD #:	
1. GENERAL REQUIREMENTS			
IN FILE	DOCUMENTATION REQUIREMENT		
☐	Prime/Sponsor Award number – include in P.O. or agreement		
☐	Source Selection and Price Reasonableness (SSPR) Form https://sp.ucop.edu/sites/procurement/PPLDT/Pages/Federal-Funds-Resources.aspx		
AWARD TYPE			
PRIME ¹ : ☐ GRANT (Go to section 2) ☐ COOPERATIVE AGREEMENT (Go to section 2) ☐ CONTRACT (Go to section 3)			
FEDERAL FLOW-THROUGH ¹ : ☐ GRANT (Go to section 2) ☐ CONTRACT (Go to section 3)			

How to Fill Out Federal Funds Checklist – Page 1 continued

- The UC Terms & Conditions are incorporated in every UCI PO that is transmitted.

- These articles CANNOT be deleted or edited during contract negotiations with suppliers.

2. REQUIREMENTS FOR FEDERAL GRANTS AND COOPERATIVE AGREEMENTS

IN FILE	N/A	DOCUMENTATION REQUIREMENT	P.O. \$ LIMIT
		<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
☐		<i>Article 2 Term and Termination:</i> Termination for cause & convenience by the non-Federal entity, including manner by which it will be affected and the basis for settlement;	
☐		<i>Article 6 Warranties, H.</i> Debarment and Suspension	
☐		<i>Article 6 Warranties, K.</i> Prohibition on certain surveillance/telecommunications	
☐		<i>Article 11 Federal Funds, C.a.</i> Rights to Inventions	
☐		<i>Article 11 Federal Funds, C.b.</i> Clean Air Act (42 U.S.C. 7401-7671q., 3 CFR Part 401)	
☐		<i>Article 11 Federal Funds, C.c.</i> Byrd Anti-Lobbying	
☐		<i>Article 11 Federal Funds, C.d.</i> Procurement of Recovered Materials	
☐		<i>Article 11 Federal Funds, C.e.</i> Domestic Preferences	
☐		<i>Article 12 Equal Opportunity Affirmative Action</i>	
☐		<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.	
☐	☐	<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.	
☐	☐	<u>Price Analysis/Price Reasonableness (2 CFR 200.324(a))</u> –	≥ \$250,000
		Ensure Section III ¹ is filled out completely on the SSPR.	
☐	☐	<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

How to Fill Out Federal Funds Checklist – Page 2

- The UC Terms & Conditions are incorporated in every UCI PO that is transmitted.

- These articles CANNOT be deleted or edited during contract negotiations with suppliers.

OF CALIFORNIA		UC PROCUREMENT SERVICES FEDERAL FUNDS CHECKLIST	
		For all Federally-funded purchases ≥ \$10,000	
3. REQUIREMENTS FOR FEDERAL CONTRACTS			
IN FILE	N/A	DOCUMENTATION REQUIREMENT	P.O. \$ LIMIT
		Federal Acquisition Regulations (FAR) Flow Downs - covered in the UC Terms & Conditions as stated below. The articles listed below <u>cannot</u> be deleted or edited during contract negotiations with suppliers:	All Orders
☐	☐	**Commercial Goods and/or Services – Article 11 Federal Funds, subsection A; or	
☐	☐	**Non-Commercial Goods and/or Services – Article 11 Federal Funds, subsection B	
☐		Article 6 Warranties, K. Prohibition on certain surveillance/telecommunications	
☐		Article 2 Term and Termination – UC <u>must</u> be able to terminate for convenience (FAR 49.502)	
		Equipment Title – If the Prime Award states government takes title to equipment:	All Goods Orders
☐	☐	The purchase is tax exempt; and	
☐	☐	Insert the following language in P.O. or agreement: "Sales tax is not included because title to the item(s) will vest in the federal government upon acquisition."	
		Federal Funding Accountability and Transparency Act (FFATA) – Flow-through N/A	≥ \$30,000
☐	☐	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.	
☐	☐	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)	
☐	☐	*Debarment Verification Campus locations to select documentation process from options listed in the "Notes" section at the bottom of page 2.	≥ \$35,000
☐	☐	*Anti-Lobby Verification Campus locations to select documentation process from options listed in the "Notes" section at the bottom of page 2.	≥ \$150,000
☐	☐	Small Business Solicitation Documentation Documentation process to be determined by Campus locations	≥ \$250,000
☐	☐	Supplier Small Business Subcontracting Plan (SBSP) 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
☐	☐	Truth In Negotiations Act (TINA) 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

- Only ONE of these will be marked "In File" depending on if what is being purchased is a commercial or non-commercial good/service.

Source Selection Price Reasonableness (SSPR)

Detailed training on SSPR: [Slides \(PDF\)](#) | [Video](#)

The person most knowledgeable about the specifications of the goods or services, should complete and sign the form*.



UC PROCUREMENT SERVICES

SOURCE SELECTION & PRICE REASONABLENESS JUSTIFICATION FORM

For Federally-funded purchases ≥\$10,000 and non-Federally-funded purchases ≥\$100,000

This form is required for all federally funded purchases ≥\$10,000 (including tax and shipping) & non-federally funded purchases ≥\$100,000 (excluding tax, but including shipping), to substantiate the appropriateness of source selection and price reasonableness.

When completing this form, you must provide **detailed facts and explanation**. **Do not merely restate the question as a conclusion**. Please reference the [SSPR instructions](#) and [FAQs](#) for assistance understanding each section of this form.

Requisition #: _____ Dollar Amount: _____
Desired Supplier: _____ Campus Department: _____

I. SOURCE SELECTION: (This Section is Required in all cases) Check the applicable box from one of the funding sections below. For mixed funding where the federal portion exceeds \$10,000, check Federal side only.

Federal Funds:

- ☐ Formal Competitive Bid/Contract# _____
- ☐ Certified Small Business \$10K to \$250K (Complete III, VII, VIII)*
- ☐ Competitive Proposals < \$100K (Complete II, VII, VIII)
- ☐ Sole Source (Complete III, IV, VII, VIII)

Non-Federal Funds:

- ☐ Formal Competitive Bid/Contract # _____
- ☐ Certified Small Business or DVBE \$100K to \$250k (Complete III, VII, VIII)*
- ☐ Sole Source (Complete III, IV, VII, VIII)
- ☐ Professional Services; Personal Services (Complete III, V, VII, VIII)
- ☐ Unusual & Compelling Urgency/Emergency (Complete VI, VII, VIII)

*For Certified Small Business option, you must obtain a quote from two or more certified small businesses. Upload the quote and small business certification for each company to the requisition.

*It is the responsibility of each departmental person involved (requisition requestor, fiscal officer, PI/faculty/staff member making the purchase) in the purchase process to ensure each required form is completed and sufficient.

SSPR - Informal & Formal Bid Requirements

For Federal fund purchases – thresholds are per transaction

\$10,000 to \$100,000	informal bid process, obtain quotes from three or more suppliers
\$10,000 to \$250,000	informal bid process, obtain quotes from two or more small businesses (both must be small)
> \$100,000	formal competitive bid conducted by Central Procurement

SSPR – How to Satisfy Formal Bid Requirements

Conduct a formal bid through Central Procurement

- Develop your needs document (specifications, statement/scope of work)
- Determine minimum bidder qualifications/experience/requirements
- Decide who will participate on your bid review team

Utilize an already bid contract

- Must have been publicly bid in a way that matches UC requirements
- Scope of Work/Services includes the desired goods/service
- Examples – [UCI Contracted Suppliers](#), UCOP Master Contracts, recent bid conducted by UCI or another UC/CSU campus, CA Department of General Services contracts, OMNIA, E&I, Sourcewell

SSPR – How to determine Price Reasonableness

Reasonable - what a prudent person would pay for the same or similar goods or services.

Comparing your dept's historical pricing (e.g. what you paid last year vs this year) can be helpful, provided the previous prices were analyzed and compared against market rates or other suppliers quoting on the same purchase.

Receiving a discounted price by itself, does not establish reasonableness!

- 1 Price competition - comparison of quotes
- 2 UCOP, State, or GSA contract pricing, or comparison with prices under existing contracts
- 3 Prior price history with same vendor, for same goods/services (include the prior PO number and \$ amount)
- 4 Comparison with current, or recent prices for a similar item(s) with another vendor
- 5 Market research, catalog or established price list (sales to general public - screen shot ok)

SSPR – What is a Sole Source?

DEFINITION: A sole source exists when there is only **one supplier (source)** capable of delivering the required goods or services.

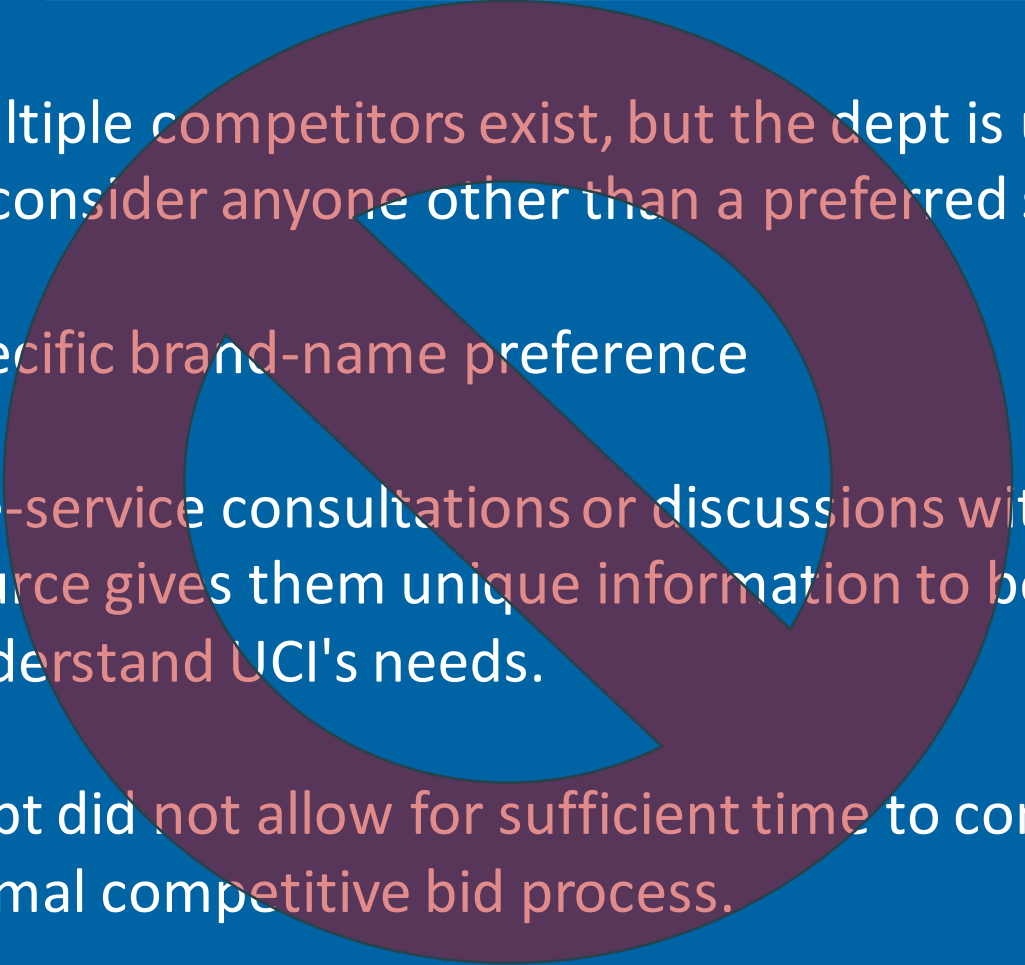
Sole sourcing requires a **thorough and diligent search for suppliers** capable of providing the goods or services.

If other suppliers exist in the field, and you are capable of comparing abilities, features or qualities between them, it is likely not a sole source situation.

SSPR – What Sole Sourcing is NOT

Sole Sourcing is NOT a supplier selection method/option. It is a last resort when there is literally NO other supplier capable of providing the goods or services.

Sole sourcing is **NOT** appropriate when:

- 
- Multiple competitors exist, but the dept is unwilling to consider anyone other than a preferred source
 - Specific brand-name preference
 - Pre-service consultations or discussions with one source gives them unique information to best understand UCI's needs.
 - Dept did not allow for sufficient time to conduct a formal competitive bid process.

FAQs

Do we have to perform the verification checks for contracted suppliers?

Yes, debarment and anti-lobby verification need to be performed even if the purchase is from a contracted supplier (UCOP or local).

Do we have to perform verification checks for purchases with mixed funding?

Yes, debarment and anti-lobby verification need to be performed for purchases with mixed funds if the total purchase amount is over \$10,000, irrespective of the Federal Fund dollar amount. As an extreme example, \$9,999 is being charged to Non-Federal Funds and \$1 to Federal; debarment and anti-lobby verifications must still be done.

*Thank
You*