

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 N/A DOCUMENTATION REQUIREMENT

- Prime/Sponsor Award number – include in P.O. or agreement
- UC Terms and Conditions Purchase
If N/A, must use required language in Addendum - UC Required Terms
<https://www.ucop.edu/procurement-services/policies-forms/index.html>)
- Source Selection and Price Reasonableness (SSPR) Form
<https://www.ucop.edu/procurement-services/policies-forms/index.html>)

AWARD TYPE

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

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

2. REQUIREMENTS FOR FEDERAL GRANTS AND COOPERATIVE AGREEMENTS

IN
FILE N/A DOCUMENTATION REQUIREMENT **P.O. \$ LIMIT**

- Uniform Guidance 2 CFR 200 Flow Downs - covered in the following articles in the UC Terms & Conditions. The articles listed below **cannot** be deleted or edited:
 - Article 2 Term and Termination: Termination for cause & convenience by the non-Federal entity, including manner by which it will be affected and the basis for settlement;*
 - Article 6 Warranties, H. Debarment and Suspension*
 - Article 11 Federal Funds, C.1. Rights to Inventions*
 - Article 11 Federal Funds, C.2. Clean Air Act (42 U.S.C. 7401-7671q., 3 CFR Part 401)*
 - Article 11 Federal Funds, C.3. Byrd Anti-Lobbying*
 - Article 11 Federal Funds, C.4. Procurement of Recovered Materials*
 - Article 12 Equal Opportunity Affirmative Action*
- *Debarment Verification All Orders
Campus locations to select documentation process from options listed in the "Notes" section at the bottom of page 2.
- *Anti-Lobby Verification ≥ \$100,000
Campus locations to select documentation process from options listed in the "Notes" section at the bottom of page 2.
- Supplier Cost & Profit Analysis – required when there is no price competition ≥ \$250,000
Check with your procurement department regarding process. Options may include:
1. Obtain internally at their campus (i.e. department that handles proposal/prime award); or
2. Use Suppliers Cost & Profit Analysis Form located at
<https://www.ucop.edu/procurement-services/policies-forms/federal-funds-forms-resources.html>)

UC PROCUREMENT SERVICES FEDERAL FUNDS CHECKLIST

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

3. REQUIREMENTS FOR FEDERAL CONTRACTS

IN

<u>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> and	
<input type="checkbox"/>		<i>Article 2 Term and Termination</i> – UC <u>must be able to terminate for convenience (FAR 49.502)</u>	
		<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)</u>	≥ \$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. (https://www.ucop.edu/procurement-services/policies-forms/federal-funds-forms-resources.html)	
<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	≥ \$700,000
<input type="checkbox"/>	<input type="checkbox"/>	<u>Truth In Negotiations Act (TINA)</u> Complete the Certificate of Current Cost or Pricing Data (https://www.ucop.edu/procurement-services/policies-forms/federal-funds-forms-resources.html)	≥ \$750,000

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://www.ucop.edu/procurement-services/policies-forms/federal-funds-forms-resources.html>), 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.