UNC System Purchasing Authority

**Workflow**

Is the purchase amount below the campus delegation limit?

- Yes
  - Internal Campus Process
    - (Note: < $25k considered small purchase)
    - IT (See: MOU with P&C)
    - Other Commodities and Services

- No
  - Do any of these conditions match?
    - State Funds <= 30%
    - OR
    - State Contract Used
    - OR
    - GA Bid Contract Used

- No
  - System Office Review & Approval
    - Campus submits an endorsement memo from CFO (see (a) below)
    - System Office reviews
    - Approve
    - Send memo to campus CFO to communicate decision
    - Deny

- Yes
  - System Office Review & Approval (same as above)
  - P&C Review & Approval

**Contract Type**

- Internal Campus Process
  - (Note: < $5k considered small purchase)
  - $0

- Campus Delegation Limit
  - $500k:
    - ASU, ECU, NCSU, UNCC, UNC-CH, UNCG, UNCW
  - $250k:
    - NC A&T, NCCU, UNCP, WCU, WSSU
  - $100k:
    - ECSU, FSU, UNCA, UNCSA, NCSSM
  - $25k:
    - UNC-GA

**Cooperative Agreements**

There are a variety of purchasing consortia and cooperative agreements that can both streamline the purchasing process and yield lower costs. However, appropriate due diligence is still required when participating in these agreements. The following steps outline a GA-endorsed process the campus can use to correctly interact with these consortia.

1. **Identify Agreement**
   - Review and find appropriate option.
   - Example consortia are:
     - E&I
     - NIPA
     - NJPA
     - US Communications
     - Internet2 Net+ ...

2. **Competitive quotes**
   - Solicit 2-3 competitive quotes from vendors covered under some/all of these agreements
   - **Note**: Appropriate reviews and approvals within the workflow above is still required

3. **RFQ**
   - Conduct a Request for Quote to obtain official pricing and formally establish the terms and conditions to govern the agreement

4. **Contract**
   - Award the RFQ to the desired vendor, thereby establishing a contract for the product/service.

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(a) [https://tinyurl.com/unc-it-approval](https://tinyurl.com/unc-it-approval)
(b) [https://tinyurl.com/nc-contract-review](https://tinyurl.com/nc-contract-review)