UNC System Purchasing Authority

Workflow

Is the purchase amount below the campus delegation limit?

No → **Do any of these conditions match?**

State Funds <= 30%
OR
State Contract Used
OR
GA Bid Contract Used

Yes → Internal Campus Process

Yes → Internal Campus Process

No → System Office Review & Approval

Contract Type

	$0 – Campus Delegation Limit	$500k +
IT (See: MOU with P&C)	Internal Campus Process (Note: < $25k considered small purchase)	System Office Review & Approval: Campus submits an endorsement memo from CFO (see (a) below) → System Office reviews → Approve / Deny → Send memo to campus CFO to communicate decision
Other Commodities and Services	Internal Campus Process (Note: < $5k considered small purchase)	System Office Review & Approval (same as above) → P&C Review & Approval

$500k: ASU, ECU, NCSU, UNCC, UNC-CH, UNCG, UNCW
$250k NCCU, UNCP, WCU, WSSU
$100k: ECSU, FSU, UNCA, UNCSA, NCSSM
$25k: UNC-GA

Note: For all contracts greater than $1M:
1) campus is required to notify P&C and
2) campus attorney is required to review
see (b) for details

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+
... etc

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.

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