

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

**1. REQUIREMENTS FOR ALL FEDERALLY FUNDED TRANSACTIONS
IN**

<u>FILE</u>	<u>N/A</u>	<u>DOCUMENTATION REQUIREMENT</u>
-------------	------------	----------------------------------

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Prime/Sponsor Award number</u> – include in P.O. or agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>UC Terms and Conditions Purchase</u>
<i>If N/A, must use required language in Addendum - UC Required Terms</i>
https://www.ucop.edu/procurement-services/policies-forms/index.html |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Equipment</u> must be purchased 90 days in advance of expiration date unless there is appropriate written approval |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Source Selection and Price Reasonableness (SSPR) Form</u>
https://www.ucop.edu/procurement-services/policies-forms/index.html |

-
- 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**

<u>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"/> | | <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; | |
| <input type="checkbox"/> | | <i>Article 12 Equal Opportunity Affirmative Action:</i> Equal Employment Opportunity; | |
| <input type="checkbox"/> | | <i>Article 11 Federal Funds, C. i. Rights to Inventions:</i> Rights to Inventions Made Under a Contract or Agreement; | |
| <input type="checkbox"/> | | <i>Article 6 Warranties, C. Federal & State Water & Air Pollution Laws:</i> Clean Air Act (42 U.S.C. 7401-7671q.) & Federal Water Pollution Control Act (33 U.S.C. 1251-1387); | |
| <input type="checkbox"/> | | <i>Article 6 Warranties, G. Debarment & Suspension:</i> Debarment & Suspension (Executive Orders 12549 & 12689); and | |
| <input type="checkbox"/> | | <i>Article 11 Federal Funds, C. iii. Byrd Anti-Lobbying:</i> Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). | |
| <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. | All Orders |
| <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. | ≥ \$100,000 |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Supplier Cost & Profit Analysis</u> – required when there is <u>no</u> price competition
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/index.html | ≥ \$250,000 |

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>
		Federal Acquisition Regulations (FAR) Flow Downs - 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; or</i>	
<input type="checkbox"/>	<input type="checkbox"/>	**Non-Commercial Goods and/or Services – <i>Article 11 Federal Funds, subsection B and</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) (N/A to flow-thru funds)</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/index.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 Plan (SBP)</u> If supplier is a small business, SBP is not required; confirmation of small business status is required. Documentation process to be determined by Campus locations	≥ <u>\$700,000</u>
<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/index.html)	≥ <u>\$750,000</u>

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/index.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.