**Sponsored Programs Pre-Award Guide for Procurements**

This page provides information pertaining to procurements of goods and services with sponsored funds.

At the proposal preparation stage, please consider the following for goods and services:

* While contractors that are estimated at $10,001 or more may be named in the proposal as a placeholder, we cannot preselect a contractor for goods and services because of the federal requirement for free and open competition. Principal investigators should plan to work with Procurement upon notification of an award.
* For budgeting purposes, the PI will need to provide the OSP with a cost basis for all goods and services (For example: based on historic costs, based on quotes for similar products, hours x rate, etc.). While quotes may be obtained from contractors at the proposal preparation stage for budget development purposes, Procurement may require new or additional quotes/proposals at the award stage. For purchases $10,000 and under, principal investigators are advised to seek out *Certified Micro Small* businesses or vendors that are already on approved Term Contracts first. Principal investigators must keep documentation in their files for purchases not made to *Certified Micro Small* businesses or using approved Term Contracts to reflect their efforts to source with a *Certified Micro Small business*.  There are a few exceptions, information on finding and sourcing from Certified Micro Small firms, and more in [Executive Order 35 Frequently Asked Questions](https://www.jmu.edu/procurement/_files/faq-eo35.pdf).
* Price analysis or competitive procurement processes may be required for purchases at or over $10,001. This process can be lengthy. For an estimated timeline, please contact Procurement.

* Sole source request **(**Please see [Special Purchases/Situations](https://www.jmu.edu/procurement/departmental-guide/08.shtml)) - Each Sole Source Request must be reviewed for appropriateness by Procurement Services. Competitive solicitation processes may be required for goods/services costing more than $10,000.
* Due to conflict of interests, employees may not be paid as consultants on sponsored programs without the president’s approval. [JMU Policy 1106](https://www.jmu.edu/JMUpolicy/policies/1106.shtml)
* Contractors must be self-registered in eVA.
* Normally, equipment is defined as item of property that has an acquisition cost of $5,000 or more and an expected service life of more than one year. While equipment items at or under $10,000 do not need to run through Procurement, Fixed Assets will still be ‘tagging’ and tracking equipment of $5000 and above. Principal investigators should prepare a ‘Receiving Report’ for equipment of $5000 or more for their departmental records that includes the ‘date received.’

**Helpful Links:**

[Subrecipient vs. Contractor Checklist](https://www.jmu.edu/sponsoredprograms/forms-tools-resources/sub_or_contractor_rev_Jan2017.docx) – This form should be used at the time of proposal preparation to make a determination whether an entity is a subrecipient or a contractor. For additional information, please see the [Collaboration Guide](http://www.jmu.edu/sponsoredprograms/proposal-assistance/collaborationchecklist.shtml).

[Quick Guide to Dollar Thresholds](https://www.jmu.edu/procurement/departmental-guide/04.shtml) – Provides details about the number of quotes and purchase methods for orders based on the dollar amount.

[Procurement Contact Page](https://www.jmu.edu/procurement/contact-us.shtml)

[Fixed Assets](https://www.jmu.edu/financeoffice/accounting-reporting/assets-property/index.shtml)