

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 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.
- Price analysis or competitive procurement processes is required for purchases at or over \$5,000. This process can be lengthy. For an estimated timeline, please contact Procurement.
- Sole source request (Please see [Special Purchases/Situations](#)) - Each Sole Source Request must be reviewed for appropriateness by Procurement Services. Competitive solicitation processes are required for goods/services costing more than \$5,000.
- Due to conflict of interests, employees may not be paid as consultants on sponsored programs without the president's approval. [JMU Policy 1106](#)
- Contractors must be self-registered in eVA.

Helpful Links:

[Subrecipient vs. Contractor Checklist](#) – 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](#).

[Quick Guide to Dollar Thresholds](#) – Provides details about the number of quotes and purchase methods for orders based on the dollar amount.

[Special Notice for Grant Purchasers - Changes to CFR UG Guidelines to Impact Grant Purchasing](#)

[Procurement Contact Page](#)