

**LOYOLA UNIVERSITY CHICAGO BUYER ACTIONS MATRIX**

**Buyer Actions when Spending Grant Funds**

(Revised 08/04/08)

**PREFERRED SUPPLIER**

	SPA Review	Establishment Of Competition	PD Involvement	PD Approval Required	Quote/ Proposal Required	Controlled Bid Process	Source Justification	Award Flowdown Requirements	Screening Certificate	Certifications Required	Price/ Cost Analysis
# \$0 - \$5,000	Yes	No	No	No	No	No	No	Yes	No	No	No
\$5,000 - \$25,000	Yes	No	No	No	No	No	No	Yes	No	No	No
\$25,000 - \$100,000	Yes	No	No	No	Written	No	Yes	Yes	No	No	No
\$100,000 - \$500,000	Yes	TBD	Yes	No	Written	TBD	TBD	Yes	Yes	No	TBD
\$500,000 & over	Yes	TBD	Yes	No	Written	TBD	TBD	Yes	Yes	No	TBD
TBD = To Be Determined with PD Assistance											

**NON-PREFERRED SUPPLIER**

	SPA Review	Establishment Of Competition	PD Involvement	PD Approval Required	Quote/ Proposal Required	Controlled Bid Process	Source Justification	Award Flowdown Requirements	Screening Certificate	Certifications Required	Price/ Cost Analysis
* \$0 - \$5,000	Yes	No	No	No	No	No	No	Yes	No	No	No
# \$5,000 - \$10,000	Yes	Yes	No	No	Oral/ Documented	Yes	Yes *	Yes	No	No	Price
\$10,000 - \$25,000	Yes	Yes	No	Yes	Written	Yes	Yes *	Yes	No	No	Price
\$25,000 - \$100,000	Yes	Yes	Yes	Yes	Written	Yes	Yes *	Yes	No	Yes#/No	Price
\$100,000 - \$500,000	Yes	Yes	Yes	Yes	Written	Yes	Yes *	Yes	Yes	Yes +/- No	Price/Cost *
\$500,000 & over	Yes	Yes	Yes	Yes	Written	Yes	Yes *	Yes	Yes	Yes +/- No	Price/Cost *
\$550,000 & over	Yes	Yes	Yes	Yes	Written	Yes	Yes *	Yes	Yes	Yes o	Price/Cost *

\* Note: \$2,000 for construction-related items

\* If Non-competitive or not awarded to low bidder

# Debarment only at \$25K or > + Debarment o Cost & Pricing Data Certification if doesn't meet FAR exemptions

\* If non-competitive, non-commercial item, with no price analysis

SDBC, SWB, Vet & HUBZone Consideration Given to Purchases with Grant Funds.

# Note: Only Lawson Purchase Orders can be used to make commitments of \$5,000 or more with Non - Preferred Suppliers using grant cooperative agreement or contract funds.

**Buyers Actions when Spending University Funds**  
(i.e. Operating Funds, Gift Funds, Endowment Funds, Capital Funds)

**PREFERRED SUPPLIER**

SPA Review	Establishment Of Competition	PD Involvement	PD Approval Required	Quote/ Proposal Required	Controlled Bid Process	Source Justification	Award Flowdown Requirements	Screening Certificate	Certifications Required	Price/ Cost Analysis
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\$0 - \$100,000	*N/A	No	No	No	No	No	No	No	No	No
\$100,000 and Greater	*N/A	TBD	Yes	No	TBD	TBD	TBD	No	No	TDB

TBD = To Be Determined with PD Assistance

**NON-PREFERRED SUPPLIER**

SPA Review	Establishment Of Competition	PD Involvement	PD Approval Required	Quote/ Proposal Required	Controlled Bid Process	Source Justification	Award Flowdown Requirements	Screening Certificate	Certifications Required	Price/ Cost Analysis
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\$0 - \$5,000	*N/A	No	No	No	No	No	No	No	No	No
\$5,000 - \$10,000	*N/A	Yes	No	No	Oral/ Documented	No	Yes *	No	No	Price
\$10,000 - \$100,000	*N/A	Yes	No	No	Written	Yes	Yes *	Per Award	No	Price
\$100,000 and Greater	*N/A	Yes	Yes	Yes	Written	Yes	Yes *	Per Award	No	Price

\* If Non-competitive or not awarded to low bidder

SDBC, SWB, Vet & HUBZone Consideration Given to Purchases with University Funds.

\* SPA review on series 2XXXXX Accounting units is required (Gifts)

To access Loyola University Chicago's list of Preferred Vendors go to - [http://www.luc.edu/business\\_services/purchasing\\_vendors.shtml](http://www.luc.edu/business_services/purchasing_vendors.shtml)