

# LOYOLA UNIVERSITY CHICAGO PROCUREMENT SERVICES

## PROCUREMENT ACTION MATRIX

This Matrix is intended to provide University Buyers with guidance on the documentation and approvals required for various purchases.

	\$0 - \$4,999	\$5,000 - \$24,999	\$25,000 - \$149,999	\$150,000 - \$649,999	\$650,000 and OVER
Externally Awarded Funds: Pre-Qualified Supplier	<u>SPA Review (For relevant Funding Sources)</u>				
	<u>Vendor Questionnaire (Form W-8 or Substitute W-9 Form) - for new vendors upon setup</u>				
	<u>Worker's Classification Review (For Independent Contractors Only)</u>				
	<u>Award Flow-down Requirement (Federal Funds Only)</u>				
	<u>Purchasing Department Involvement</u>				
	<u>Purchasing Department Approval</u>				
	<u>Formal Quote From Vendor</u>				
	<u>Capital Budget Request Form</u>				
	<u>Purchasing Checklist</u>				
	<u>Establishment of Competition (3 written quotes/proposals)</u>				
	<u>Controlled Bid Process (e.g., \$150-250k: RFI/Q; Greater than \$250k: RFP)</u>				
	<u>Source Justification</u>				
	<u>Price Reasonableness/Cost Analysis</u>				
<u>Screening Certificate</u>					
<u>SDBC, SWB, Vet &amp; HUB Zone Consideration</u>					
Externally Awarded Funds: Non-Pre-Qualified Supplier	<u>SPA Review (For relevant Funding Sources)</u>				
	<u>Vendor Questionnaire (Form W-8 or Substitute W-9 Form) - for new vendors upon setup</u>				
	<u>Worker's Classification Review (For Independent Contractors Only)</u>				
	<u>Purchasing Checklist</u>				
	<u>Establishment of Competition (3 written quotes/proposals)</u>				
	<u>Purchasing Department Approval</u>				
	<u>Formal Quote from Vendor</u>				
	<u>Source Justification</u>				
	<u>Price Reasonableness/Cost Analysis</u>				
	<u>University General Terms and Conditions</u>				
	<u>Award Flow-down Requirement (Federal Funds Only)</u>				
	<u>Purchasing Department Involvement</u>				
	<u>Controlled Bid Process (e.g., \$150-250k: RFI/Q; Greater than \$250k: RFP)</u>				
<u>Supplier Conflict of Interest and Compliance Certification Form</u>					
<u>Capital Budget Request Form</u>					
<u>Screening Certificate</u>					
<u>SDBC, SWB, Vet &amp; HUB Zone Consideration</u>					

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For procurement activity relating to Operating, Gift, Endowment or Capital Funds, the below Matrix is intended for the acquisition of goods and materials and supplies only, *NOT SERVICES*

Operating, Gift, Endowment or Capital Pre-Qualified Supplier	<u>SPA Review (For Series 2XXXXX Accounting Units)</u>
	<u>Vendor Questionnaire (Form W-8 or Substitute W-9 Form) - for new vendors upon setup</u>
	<u>Formal Quote From Vendor</u>
	<u>Capital Budget Request Form</u>
	<u>Purchasing Department Involvement</u>
	<u>Purchasing Department Approval</u>
	<u>Purchasing Checklist</u>
	<u>Establishment of Competition (3 written quotes/proposals)</u>
	<u>Controlled Bid Process (e.g., \$150-250k: RFI/Q; Greater than \$250k: RFP)</u>
	<u>Source Justification</u>
	<u>Price Reasonableness/Cost Analysis</u>
	<u>University General Terms and Conditions</u>
	<u>SDBC, SWB, Vet &amp; HUB Zone Consideration</u>

Operating, Gift, Endowment or Capital Non-Pre-Qualified Supplier	<u>SPA Review (For Series 2XXXXX Accounting Units)</u>
	<u>Vendor Questionnaire (Form W-8 or Substitute W-9 Form) - for new vendors upon setup</u>
	<u>Purchasing Checklist</u>
	<u>Establishment of Competition (3 written quotes/proposals)</u>
	<u>Purchasing Department Approval</u>
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