



## Third Party Engagement on Sponsored Programs

(Complete for Subrecipients and Consultants only)

### SELECTION PROCESS

Federal regulations (2 CFR § 200.319) require that procurement transactions, including those engaging expert collaborators, be conducted in a manner providing full and open competition, except in the case where sole or single source (non-competitive) proposals are justifiable.

Syracuse University Procurement Policies must be followed and are maintained and implemented by the Purchasing Department. Guidance can be found at:

<https://policies.syr.edu/policies/administrative.../purchasing-policy/>

#### 1. Identify Procurement Type

Micro-purchase under \$10,000

Do not require open competition however, all prices for such purchases must be evaluated to determine that they are reasonable.

Small Purchase; between \$10,000 and \$150,000

Was a budget or rate quote obtained or will they be obtained from a number of qualified sources prior to engagement?

Yes  No

**If no**, sole or single source (non-competitive) procurement must be justified below.

Exceeds Simplified Acquisition Threshold of \$150,000

Were competitive bids obtained or will they be obtained prior to engagement?

Yes  No

**If yes**, at award, documentation justifying your selection must be maintained and submitted in accordance with SU Policy.

**If no**, sole or single source (non-competitive) procurement must be justified below.

#### 2. Sole Source Justification – Check all that apply

Service or expertise is only available from a single source

Urgency of need does not allow for delay resulting from competitive solicitation

Noncompetitive proposals are expressly authorized by the sponsor

After solicitation, competition is determined inadequate

Please describe the unique qualifications and skills of your collaborator, as well as specific resources that are uniquely available that will facilitate the conduct of your project. Please also comment on the reasonableness of the budget.

Principal Investigator or Designee

Date