Preferred Suppliers

>$5,000 USD	≥ $30,000 USD	≥ $50,000 USD	≥ $100,000 USD	≥ $150,000 USD	≥ $650,000 USD
+ Award Flowdown Requirements					
Purchase Order Required					
	* Federal Funding Accountability and Transparency Act (FFATA) Information Form				
	* Supplier Conflict of Interest Compliance Certification Form				
		Purchasing Checklist and Bid Summary Form (Facilities Purchases)			
			* Equipment Screening Report		
				Procurement Services Involvement Required	
				* Contract Cost and Price Analysis	
				Purchasing Checklist and Bid Summary Form	
				* Small Business/Diversity Consideration	
					* Small Business Subcontracting Plan
					* Certificate of Current Cost and Pricing ($700,000 +)

All Other Suppliers

> $5,000	≥ $30,000 USD	≥ $50,000 USD	≥ $100,000 USD	≥ $150,000 USD	≥ $650,000 USD
+ Award Flowdown Requirements					
Purchase Order Required					
Purchasing Checklist and Bid Summary Form					
	* Federal Funding Accountability and Transparency Act (FFATA) Information Form				
	* Supplier Conflict of Interest Compliance Certification Form				
			* Equipment Screening Report		
				Procurement Services Involvement Required	
				* Contract Cost and Price Analysis	
				* Small Business/Diversity Consideration	
					* Small Business Subcontracting Plan
					* Certificate of Current Cost and Pricing ($700,000 +)

+ Sponsored and Federal Funds

* Federal Funds

CMU Buyer Actions Matrix Guide

This guide provides a general description of actions listed in the Buyer Actions Matrix, along with the corresponding required buyer action(s). For specific information on requirements by type of funding, type of supplier, and/or dollar amount(s), please refer to the Buyer Actions Matrix in this document.

	REQUIREMENT	DESCRIPTION	BUYER ACTION(S)
+	Award Flowdown Requirements	Federal or sponsored awards may have non-standard contractual terms and conditions that are required to be placed on (flowed down to) suppliers or subcontractors paid by the award for the university to stay in compliance with the award requirement(s).	Consult with Sponsored Projects Accounting (SPA) regarding project specific flowdown requirements for the award(s).
	Purchase Order Required	Purchase orders (POs) are the required purchasing method for all transactions greater than $5,000 USD per the university Procurement Manual.	Create and provide an approved Oracle Purchase Order to the supplier indicating types, quantities and agreed upon pricing for products or services the supplier will provide to the university.
	Purchasing Checklist and Bid Summary Form	A completed Purchasing Checklist and Bid Summary Form is required for purchases $5,001 USD or greater made with a non-preferred supplier. All purchases of $150,000 USD or greater, regardless of the source of funds or type of supplier utilized, are required to complete this form per the university Procurement Manual.	Complete the Purchasing Checklist and Bid Summary Form to document (at a minimum): • Quotes Received • Reason for Supplier/Consultant Selection • Criteria used for Price/Cost Analysis Attach the completed Purchasing Checklist and Bid Summary Form to the transaction in the Oracle Financials System.
*	Federal Funding Accountability and Transparency Act Information Form	Under federal contracts, certain information is required to be collected for purchases $30,000 USD or greater to report in compliance with the Federal Funding Accountability and Transparency Act (FFATA) of 2006.	Submit the completed FFATA Information Form to Procurement Services.
*	Supplier Conflict of Interest and Compliance Certification Form	Under federal government grants, cooperative agreements and contracts, certain supplier certifications are required, per Federal Acquisition Regulation (FAR), for purchases of $30,000 USD or greater to acknowledge and certify that the supplier is aware of required regulations that pertain to US federal government funds that the supplier may receive as part of a proposed award or written contract.	Complete the Supplier Conflict of Interest and Compliance Certification Form.

*	**Equipment Screening Report**	When using federal funds to purchase an individual asset (piece of equipment) that is $100,000 USD or greater, certification must be documented, per Federal Acquisition Regulation (FAR), that no equipment is available for sharing which is comparable to, or suitable for, the needs to be met by the item.	Submit the completed Equipment Screening Report to Property Accounting Services at propertyaccounting@andrew.cmu.edu.
*	**Contract Cost and Price Analysis**	When using federal funds to make a purchase and/or contract modification of $150,000 USD or greater, a cost or price analysis must be performed and documented per Federal Acquisition Regulation (FAR). Independent estimates must be created **prior** to receiving bids or proposals. Profit must be negotiated as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed.	Submit documented cost or price analysis with the completed Purchasing Checklist and Bid Summary Form.
	Procurement Services Involvement Required	Procurement Services is required to be involved in the purchasing process for purchases of $150,000 USD or greater, regardless of funding source or supplier type. PS has the right to review and comment on all Request for Quote (RFQ)/Request for Proposal (RFP) to ensure compliance to university policies, procedures and requirements.	Contact Procurement Services at procurement-inbox@andrew.cmu.edu prior to issuing an RFQ/RFP or making a purchase of $150,000 USD or greater.
*	**Small Business/ Diversity Consideration**	If federal funds are being used and the purchase is over $150,000 USD Federal Acquisition Regulation (FAR) requires that certain types of small businesses shall have the maximum practicable opportunity to participate in contract performance consistent with its efficient performance. **The university strongly encourages this consideration regardless of the source(s) of funds.**	Complete the Small Business/Diversity Consideration section of the Purchasing Checklist and Bid Summary Form. Attach the completed Purchasing Checklist and Bid Summary Form to the transaction in the Oracle Financials System.
*	**Small Business Subcontracting Plan**	When using federal funds to make a purchase of $650,000 USD or greater, a formal Small Business Subcontract Plan is required in accordance with Federal Acquisition Regulation (FAR) to document how a contractor will provide small business concerns with the maximum practicable opportunity to participate in the performance of a contract or subcontract.	Complete the Small Business Subcontracting Plan section of the Purchasing Checklist and Bid Summary Form. Attach the completed Purchasing Checklist and Bid Summary Form to the transaction in the Oracle Financials System.
*	**Certificate of Current Cost and Pricing**	When using federal funds to make a purchase of $700,000 USD or greater, a Certificate of Current Cost and Pricing is required in accordance with Federal Acquisition Regulation (FAR) in the format specified in FAR to certify that the cost or pricing data submitted is accurate, complete, and current.	Complete the Certificate of Current Cost and Pricing section of the Purchasing Checklist and Bid Summary Form. Attach the completed Purchasing Checklist and Bid Summary Form to the transaction in the Oracle Financials System.