Last Update 04.01.2019

Preparing people to lead extraordinary lives

PROCUREMENT SERVICES

PROCUREMENT MATRIX DECISION TOOL

This tool will assist university buyers in identifying the documentation and procedure requirements necessary for specific procurement activities.

CLICK HERE TO START

Please select your Procurement Funding Source:

- **External Funding (Federal or other Grant)**
- **Operating**
- **Gift**
- **Endowment**
- **Capital**

.....

- **Funding Source:** <OPEN>
- **Prequalified Supplier:** <OPEN>
- **Procurement Dollar Range:** <OPEN>

Is the Vendor being used a current Pre-Qualified or Preferred Supplier?

1. **YES**
2. **NO**

Please refer to the Pre-Qualified/Preferred Supplier Directory or contact purchasing at purchasing@luc.edu or 312-915-8780 for more information.

- **Funding Source: External Funding (Federal or other Grant)**
- **Prequalified Supplier: <OPEN>**
- **Procurement Dollar Range: <OPEN>**

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What is the amount of the procurement in question? (Please indicate the aggregate amount of the procurement. For example, if a consultant will be receiving $5000 each year for 3 years, the total procurement amount is $15,000)

1. **$0 - $4,999**
2. **$5,000 - $24,999**
3. **$25,000 - $149,999**
4. **$150,000 - $649,999**
5. **$650,000 and OVER**

.....

- **Funding Source: External Funding (Federal or other Grant)**
- **Prequalified Supplier: YES**
- **Procurement Dollar Range: <OPEN>**

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- **Funding Source: External Funding (Federal or other Grant)**
- **Prequalified Supplier: YES**
- **Procurement Dollar Range: $0 - $4,999**

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Documentation and Activity Requirements:

- **SPA Review (For relevant Funding Sources)**
- **Vendor Questionnaire (Form W-8 or Substitute W-9 Form) - for new vendors upon setup**
- **Worker's Classification Review (for Independent Contractors Only)**

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- **Funding Source:** **External Funding (Federal or other Grant)**
- **Prequalified Supplier:** **YES**
- **Procurement Dollar Range:** **$5,000 - $24,999**

Documentation and Activity Requirements:

- **SPA Review (For relevant Funding Sources)**
- **Vendor Questionnaire (Form W-8 or Substitute W-9 Form) - for new vendors upon setup**
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- **Award Flow-down Requirement (Federal Funds Only)**

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- **Funding Source: External Funding (Federal or other Grant)**
- **Prequalified Supplier: YES**
- **Procurement Dollar Range: $25,000 - $149,999**

Documentation and Activity Requirements:

- SPA Review (For relevant Funding Sources)
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- Award Flow-down Requirement (Federal Funds Only)
- Purchasing Department Involvement
- Purchasing Department Approval
- Formal Quote from Vendor
- Capital Budget Request Form

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- **Funding Source: External Funding (Federal or other Grant)**
- **Prequalified Supplier: YES**
- **Procurement Dollar Range: $150,000 - $649,999**

Documentation and Activity Requirements:

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- Capital Budget Request Form
- Purchasing Checklist
- Establishment of Competition (3 written quotes/proposals)
- Controlled Bid Process (e.g., $150-250k: RFI/Q; Greater than $250k: RFP)
- Source Justification
- Price Reasonableness/Cost Analysis
- Screening Certificate

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- **Funding Source: External Funding (Federal or other Grant)**
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- **Funding Source: External Funding (Federal or other Grant)**
- **Prequalified Supplier: NO**
- **Procurement Dollar Range: <OPEN>**

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- **Funding Source:** **External Funding (Federal or other Grant)**
- **Prequalified Supplier:** **NO**
- **Procurement Dollar Range:** **$0 - $4,999**

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- **Funding Source:** **Operating, Gift, Endowment or Capital Funding**
- **Prequalified Supplier:** **YES**
- **Procurement Dollar Range:** **$0 - $4,999**

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