

October 4, 2018

TO: University of Louisville Research Community

FROM: Sally J. Molsberger, Director, Procurement Services and  
Kevyn E. Merten, Associate Vice President, Research and Innovation

RE: Revised Procurement Requirements for Federally Sponsored Programs and Activities –  
Effective September 24, 2018

Dear Colleagues:

As previously advised<sup>1</sup>, the University requested approval from the federal government to utilize the University's standard price threshold of \$20,000 - \$39,999 (as opposed to \$10,000 - \$39,999) for federally funded procurements. We are pleased to advise that the Department of Health and Human Services granted such approval effective September 24, 2018. **Effective immediately, Principal Investigators and departments will no longer be required to obtain three (3) quotes on purchases between \$10,000 - \$19,999 when federal funds are used. The three (3) quote requirement now begins at the higher threshold of \$20,000 - \$39,999.**

As a reminder, quote documentation will need to accompany each requisition as an attachment. Quotes for goods may be obtained by using [www.govquote.us](http://www.govquote.us). Quotes for non-professional services will need to be obtained from service providers by the Principal Investigator or department. Professional services must be acquired under a Personal Service Contract (PSC) regardless of cost.

The Procurement Services team can be contacted at [fedproc@louisville.edu](mailto:fedproc@louisville.edu) to provide assistance with this process. Questions regarding specific regulations governing a federally sponsored program may be directed to your Grants Management Specialist in the Office of Sponsored Programs Administration.

Thank you,



Sally J. Molsberger  
Director, Procurement Services



Kevyn E. Merten, Ph.D.  
Associate Vice President, Research and  
Innovation

<sup>1</sup><https://louisville.edu/purchasing/federal-procurement-memo>