

SECTION 7: ACQUISITION PROCEDURES

SUBJECT: FEDERAL SOLICITATION REQUIREMENTS
Procedure 7.1.5

POLICY

The University of Washington (UW) intends to comply with all federal procurement requirements. The following six requirements should be included in all federally funded purchases of goods and services.

PROCEDURE

For all solicitations for goods and services based on federal grant funding, include terms addressing the below subjects, in accordance with 2 CFR 215.44. For all solicitations based on federal contract funding, include terms addressing the below subjects unless the federal contract specifies alternative requirements.

- (i) A clear and accurate description of the technical requirements for the material, product or service to be procured defined in a manner to avoid unduly restricting competition
- (ii) Requirements which the bidder must fulfill and all other factors to be used in evaluating bids or proposals
- (iii) A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards
- (iv) The specific features of "brand name or equal" descriptions that bidders are required to meet when such items are included in the solicitation
- (v) The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement
- (vi) Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient

The above language should not be used in the solicitation; instead, the solicitation should require that bidders submit information addressing each specific subject.