South Carolina State University

GRANT SPECIFIED EXEMPTION PROCEDURES

The following procedures have been established to monitor and control specified grand exemptions for approved major equipment contract, subcontractors and consultants’ services essential to the successful completion of a grant project. The University plans to use this exemption for these types of procurements providing the following criteria and conditions are met.

1. The University has a policy that requires competition in accordance with the South Carolina Consolidated Procurement Code. South Carolina State University’s Procurement Procedures Manual clearly states that competitive procurement is the University’s required method of procurements.

2. The grant specified exemption is limited to major equipment, sub-contractors, consultants, etc. that are specified and justified in the proposal documentation as being an essential component to the overall grant project by the Principal Investigator/University’s Project Manager.

3. The Principal Investigator/Project Manager will complete a written justification as to why a particular specified piece of equipment or services are essential and critical to the successful completion of the grant-funded project. This is done with the understanding that the Principal Investigator/Project Manager is best able to determine the needs of his/her project. If the written justification is not provided and approved prior to the submittal of the grant request, The University will require all equipment/services be procured in accordance with the South Carolina Consolidated Procurement Code & Regulations.

4. Prior to acceptance of a certification for exemption, each Principal Investigator/Project Manager must have had their project proposal reviewed and approved by their: Dean/Department Head, Director of Sponsored Programs, Vice President for Finance, University President or his/her designee and the Procurement Office.

5. As a final review, the Director of Procurement will insure that major equipment, subcontractors, and consultants identified as essential to the successful completion of the grant are closely examined. Only those instances where the outcome of the grant project is critically affected shall be exempt from the SC Consolidated Procurement Code.

6. Any subsequent contract associated with this process will be approved by The University’s General Counsel and all changes shall be documents and updates to the original contract with a copy to the Office of Procurement Services.

7. Transactions will be available for audit by the State of South Carolina Office of General Services to ensure compliance with these procedures and to determine if this exemption should be continued.

NOTE: This exemption was developed to target those “single source” or “best source” items and services essential for research success. After a grant is approved, an exemption request cannot be considered.