Coastal Carolina University’s Procurement policy states that all procurements of supplies, goods, and services are to be made according to the policies, procedures, and guidelines outlined in the South Carolina Consolidated Procurement Code. As such, competitive bidding and pricing is the generally required method of procurement.

However, the University has obtained the authority to utilize a grant specified procurement exemption based on adherence to the procedures outlined below. Exemptions will be limited to the purchase of grant-specified and approved major equipment, subcontracts, and consultants determined to be essential to the successful completion of the grant-funded project. “Grant” means the furnishing by the State or the U.S. Government of assistance, whether financial or otherwise, to support a program authorized by law. Therefore, the exemption will only apply to grants from public entities.

The following procedures must be followed and/or criteria met in order to obtain this exemption:

1. The Principal Investigator will provide a written justification as to why a particular piece of equipment, subcontract, and/or consultant is essential and critical to the successful completion of the grant-funded project. Equipment and/or services available from multiple vendors should not be included. The following are examples of potentially acceptable scenarios:
   - the requested product is an integral part or accessory to existing equipment;
   - the requested product or service has unique design, performance, and/or quality specifications that are essential to a particular research protocol or teaching needs and are not available in comparable products;
   - the requested product or service is essential in maintaining research continuity;
   - the requested service or system requires a supplier with unique skills or experience.
   The justification must include a statement indicating that no collusion or favoritism exists with the prospective vendor and that there is no conflict of interest.

2. The justification shall be included with the grant proposal and submitted within the University’s electronic software system for grants processing.

3. The justification along with the other grant proposal documents will be reviewed and electronically approved by the Office of Research Services, the appropriate Department Chair and Dean, Vice President, University Counsel and Executive Vice President. The Director of Procurement Services will provide electronic approval with regards to the appropriateness of the justification for compliance with the exemption.

Additional information:

1. Absent of approval of the exemption, the equipment and/or service shall be acquired in accordance with the competitive processes outlined in the University’s Procurement policies and procedures and the South Carolina Consolidated Procurement Code.

2. All transactions utilizing the exemption shall be available for audit by the State of South Carolina – Procurement Services’ Office of Audit and Certification.