

V. AURA Procurement Policies

AURA's policy shall be to follow policies and procedures for the procurement of goods and services as required by the applicable Code of Federal Regulations (CFR), Federal Acquisition Regulations (FAR), the Uniform Commercial Code (UCC), and other federal agency terms and conditions including, but not limited to, the NSF Grant Conditions (GC-1), NSF Cooperative Agreement Financial & Administrative Terms and Conditions (CA-FATCs) and other applicable cooperative agreement requirements, NASA Federal Acquisition Regulations (NFARS), applicable foreign law when necessary due to project location, and standard acceptable business practices in the issuance of purchase orders sub-awards and contracts. The purpose of these procurement procedures is to promote the goals of the AURA Centers by: (1) maximizing value received in procurements; (2) ensuring compliance with government conditions; and (3) promoting efficiency in procurements by standardizing processes as much as practicable.

Accordingly, AURA has developed a Procurement Manual designed to adapt those other policies, procedures, and regulations to the basic requirements of the AURA business environment. The policies and procedures set forth in the Procurement Manual are intended as **minimal guidelines** for all AURA Center procurement personnel in their purchase of supplies and materials. Individual AURA Centers may vary their procedures accordingly to meet the additional terms and conditions of individual federal agency contracts' and agreements' purchasing requirements as long as their actions (1) are more restrictive than those stated in this policy, (2) can be justified and documented, and (3) are not in violation of applicable federal regulations or acceptable business practices.

The AURA Procurement Policy Manual shall available on the AURA website and will be updated regularly to ensure it complies with government regulations. Each AURA Center is required to post their procurement policies and procedures electronically on their websites. These policies should be easily accessible by all staff. In addition, each center is required to ensure that all procurement staff are adequately trained in these policies and applicable federal guidelines.