

APPROVAL REQUIRED PRIOR TO PURCHASE

Vendor Selection Form



*Required for Federal Grant-Funded Purchases of goods or services of **\$10,000 - \$250,000**. For purchases over \$250,000 please contact James Kelley, Procurement and Risk Manager.*

1. Description of item or service:

2. Documentation of price / rate quotes.

Vendor Name		Total Price*	Selected Vendor (check one)
1)	<div></div>	<div></div>	<div></div>
2)	<div></div>	<div></div>	<div></div>
3)	<div></div>	<div></div>	<div></div>

* For purchases **\$10,000-\$250,000**, all quotes listed above must be supported. Documentation of verbal discussion, catalogs, and written bids are acceptable forms of support.

3. Please provide an explanation if the lowest bidder was not chosen.

4. Procurement by noncompetitive proposals (sole source).

Noncompetitive proposals must meet one or more of the following circumstances. Please select all that apply. Please attach a brief explanation regarding choice(s).

- ☐

The item is available only from a single source.
- ☐

The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- ☐

The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity. Please attach authorization.
- ☐

After solicitation of a number of sources, competition is determined inadequate.

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Principal Investigator Name:

Project #:

Signature : _____

Date:

Attach completed form and any additional documents and submit documents to:

Controller's Office

Attention: Laura Pilgrim, Post Award Grants & Contracts Administrator, Senior Analyst

Reviewed: _____