

Vendor Selection Form

Required for Federal Grant-Funded Purchases of property (including supplies, equipment, or computing devices) or services of over \$10,000

PI Name:

Project Title:

Sponsor and Grant #:

Please describe the product or service:

What is the cost of the product or service:

If cost is between \$10,001 and \$250,000, please identify below at least 2 quotes (informal quotes permitted) that were obtained and attach the documentation to this form. If cost is equal to or greater than \$250,001, please identify the type of competition, including at least 3 quotes/bids, and attach the documentation to this form:

☐ informal quotes (only for costs \$10,001-\$250,000) ☐ sealed bid ☐ competitive proposal

Vendor Name	Total Price	Vendor selected
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

If the lowest quote was not selected, please provide an explanation of how the vendor selected offers the best mix of price, quality, and service for the need:

If a non-competitive Sole Source procedure was used, please identify the reason below and provide further justification in the box provided.

- ☐ specialized services or products that can only be purchased by a single vendor
- ☐ situations that represent a public health emergency in which there isn't sufficient time to solicit quotes/bids
- ☐ the federal agency has approved in writing the selection of a sole source (attach documentation)
- ☐ competitive bidding was determined to be inadequate

Explain:

Please describe the rationale for the method of procurement described above:

Other than price and quality described above, are there any other reasons for vendor selection/rejection? (PIs should consider such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. In addition, priority should be given to minority businesses, women's business enterprises, labor surplus area firms, and environmentally friendly businesses when possible.)

What was the basis of the contract price selected (include an explanation of ACU's/the PI's independent estimate/cost analysis and profit negotiation for contracts over \$250,000)?

In order to complete the procurement, the PI should complete the assurances below and sign this form. This form and the following documentation (as appropriate) should be submitted to ORSP for further processing and payment: 1) grant request for payment, 2) copies of the obtained quotes, 3) any pre-approved COI forms, 4) the vendor's contract, 5) the vendor's invoice, and 6) capital asset memo.

☐ I have verified that the purchase doesn't unnecessarily duplicate resources.

☐ I have considered if leased options are available and evaluated the alternatives to determine the most economical approach

Signatures:

PI

Date

Administrative Approvals:

ORSP

Date

Controller

Date