

Competitive quotations from an "adequate number of qualified sources" are required when purchasing goods or services with an aggregate cost of \$10,001 to \$250,000. Quotes may be obtained formally or informally such as documented phone quotes, advertisement, catalogue or Internet pricing. This form should be used to document quotes and provide explanation for vendor selection OR to explain why a Sole Source Provider is justified in lieu of quotes.

**Name of Purchaser:**

**Grant Acct:**

**Description of Item or Service:**

**Documented Competitive Quotes from at least 2 sources. Indicate which vendor was selected.**

Vendor 1 Name: \_\_\_\_\_ Price: \_\_\_\_\_ Selected \_\_\_\_\_

\_\_\_\_ Quote attached (formal quote or pricing info from catalogue/Internet, etc.)

\_\_\_\_ Other (explain below)

\_\_\_\_\_

\_\_\_\_\_

Vendor 2 Name: \_\_\_\_\_ Price: \_\_\_\_\_ Selected \_\_\_\_\_

\_\_\_\_ Quote attached (formal quote or pricing info from catalogue/Internet, etc.)

\_\_\_\_ Other (explain below)

\_\_\_\_\_

\_\_\_\_\_

If lowest price was not the determining factor in vendor selection, please explain why:

**Noncompetitive Purchase / Sole Source Provider Explanation**

This purchase was made without evaluating competition due to the following. (Select all that apply.) Provide explanation, and attach supporting documentation.

- \_\_\_\_ The item/service 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 awarding agency authorized noncompetitive proposals OR required use of this vendor.
- \_\_\_\_ After solicitation of a number of sources, competition is determined inadequate.

Explain (attach additional pgs. if needed):

PI Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approver 1: \_\_\_\_\_ Date: \_\_\_\_\_

Approver 2: \_\_\_\_\_ Date: \_\_\_\_\_