



URSINUS

VENDOR SELECTION FORM For purchases exceeding \$5,000

In order to provide open and free competition and to obtain the maximum value for each dollar expended, Ursinus College has implemented a competitive bidding policy for purchases over \$5,000. This completed form should be submitted to the Purchasing Office with your Purchasing Request (PR).

- I. **Competitive Bids** – In the table below, please provide quote information relating to the requested service / product. Please attach copies of these quotes with the complete form and Purchase Request.

VENDOR	Quote #	Date of quote	Total \$

- II. **Awarded Bid** – Please check the method used for vendor selection.

Selected Vendor: _____

- Lowest bid** awarded. *This is applicable when the competitive bidding process was utilized, and selection was based on the lowest price.*
- Bid awarded on other criteria.** *This is applicable when the competitive bidding process was utilized, and selection was based on criteria other than lowest price. Examples for selection include, but are not limited to: feasibility; availability, or quality.*
 - Please provide an explanation of how the awarded bid was selected:
 - Please provide a price justification in Section III of this form.
- Selected Source** awarded. *A selected source is applicable when other vendors exist in the marketplace, however, a vendor is selected without competitive bids based upon: technical requirements of the requested product; past performance by other vendors, or a current or historical relationship between the selected vendor and the College.*
 - Please provide an explanation of how the awarded bid was selected:

- Please provide a price justification in Section III of this form.

Sole Source awarded: *A sole source selection is applicable when no other vendor is capable of providing the requested service or product.*

Please provide an explanation of:

- Reason the purchase is considered to be “sole source”:
- Reason why the vendor was selected:
- Description of the selection process:
- Explanation of how the price was determined to be “reasonable”:

III. Determination of Reasonable Price

Please select the statement below that best reflects how the price of the awarded bid was considered “reasonable”.

- Competitive bidding - Lowest price was selected.
- Competitive bidding – Lowest price not selected, however, based on other selection criteria and full comparison, price was determined to be reasonable.
- Price comparison:
 - Reasonable price as compared with like or similar items purchased previously through Purchasing. Please reference the previous PR or PO number.
 - Reasonable price as compared with like or similar items available in a catalog, website, or advertisement. Please provide a copy of the source.
- Rate / cost negotiated with an approved vendor per an existing contract or agreement. Please reference the date of the agreement.
- Other: Please provide an explanation.

Requestor’s Printed /Typed Name

Date

Requestor’s Signature

UC Authorizing Signature

Date