

Principal Investigator/Project Director should submit this form along with all necessary documents to Research and Sponsored Programs (g-rsp@gustavus.cdu) prior to any purchase exceeding \$10,000.

Principal Investigator Name: Description of product:	Grant Account #		
Record Competitive bids and indicate selected ven	dor (attach documentat	cion):	
Vendor Name	Total Price	Selected Vendor	
1.	<u>\$</u> \$		
<u>2.</u> 3.	 \$	<u> </u>	
<u> </u>	π		
Notice: For purchases over \$250,000, all quotes list or competitive proposals unless there is a sole sour	.	-	
If lowest bid is not selected, indicate justification:			
☐ Only acceptable proposal (e.g. meeting	☐ Compatibility with	☐ Compatibility with College facilities and	
required delivery date, compliance with	equipment		
specifications, etc.)	☐ Present and/or past experience with similar		
☐ Technically superior offer	work		
☐ Professional stature and reputation	☐ Understanding of scope of work		
☐ Availability	☐ Fair and reasonable price		
	☐ Superior delivery s	☐ Superior delivery schedule	
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A sole source justification may be appropriate for must be based upon scientific, technical, and/or	-	10,000. The decision	
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If sole source, indicate reason below and attach a ju	ustification to support t	he decision.	
☐ The item is available only from a single source		☐ The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from	
☐ Essential for continuity in research or			
functionality with current equipment.		the non-Federal entity	
☐ After solicitation of a number of sources, competition is determined inadequate	☐ Other:		
Signature (Sign and scan or insert electronic signature.)		
PI/PD Signature date Typed signatures will not be accepted			