**Principal Investigator/Project Director should submit this form along with all necessary documents to Research and Sponsored Programs (****sbridges@gustavus.edu** **or CAB 110I) prior to any purchase exceeding $10,000.**

**Principal Investigator Name:**   **Grant Account #**

**Description of product:**

**Record Competitive bids and indicate selected vendor (attach documentation):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Vendor Name** | **Total Price** |  | **Selected Vendor** |
| 1.  | $  |  |[ ]
| 2.  | $  |  |[ ]
| 3.  | $  |  |[ ]

**Notice: For purchases over $250,000, all quotes listed above must be supported with sealed bids or competitive proposals unless there is a sole source for the product or service.**

**If lowest bid is not selected, indicate justification:**

[ ]  Only acceptable proposal (e.g. meeting required delivery date, compliance with specifications, etc.)

[ ]  Technically superior offer

[ ]  Professional stature and reputation

[ ]  Availability

[ ]  Compatibility with College facilities and equipment

[ ]  Present and/or past experience with similar work

[ ]  Understanding of scope of work

[ ]  Fair and reasonable price

[ ]  Superior delivery schedule

**If sole source, indicate reason below and attach a justification to support the decision.**

**A sole source justification may be appropriate for purchases exceeding $10,000. The decision must be based upon scientific, technical, and/or economic reasoning.**

[ ]  The item is available only from a single source

[ ]  Essential for continuity in research or functionality with current equipment.

[ ]  The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from 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**