**Principal Investigator/Project Director should submit this form along with all necessary documents to Research and Sponsored Programs (**[**sbridges@gustavus.edu**](mailto: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**