Instructions for Completing Single/Sole Source Justification and Quotation Evaluation Forms

Campus departments should follow these instructions to determine how bids should be solicited prior to purchasing goods and/or services.

(A) **Purchases between $2,501 and $25,000**
Formal price solicitations are not required for items in this range. However, Purchasing Services highly recommends that informal price checking may generate substantial savings to your budget. Purchasing Services is available to assist departments by providing them with vendor names and/or contact information to obtain pricing quotes for their needed goods or services.

(B) **Purchases between $25,001 and $100,000**
Requisitions in this range must be submitted to Purchasing Services with a completed Quotation Evaluation Form including a minimum of three vendor quotes attached.

If an item or service can only be purchased from one vendor, then a Single/Sole Source Justification Form must be completed and submitted with the requisition.

(C) **Purchases $100,001 and greater**
Purchases at this level are subject to the Request for Proposal (RFP) process. Purchasing Services will work with the requesting department to develop and incorporate the scope of work into UVM’s RFP template. The RFP will be issued to a minimum of three vendors for formal bids. All RFP documents and vendor correspondence, communications, and responses will be managed by Purchasing.

If an item or service can only be purchased from one vendor, then a Single/Sole Source Justification Form must be completed and submitted with the requisition.

Purchasing Services will have final approval to determine whether Quotation Evaluation Forms or Single/Sole Source Justification Forms comply with UVM policy.

If you would like additional information on purchasing procedures, please contact the Purchasing Services Department at ext. 6-6610 or email purchasing@uvm.edu.

See other side for form.
Quotation Evaluation Form

This form must be completed for all purchases between $25,001 and $100,000. A minimum of three quotes should be obtained and attached to this form. If this purchase is determined by your department to be a Single or Sole Source, please complete a Single/Sole Source Justification Form which can be found on the Purchasing Services website.

Prepared by: _____________________  Department: _____________________  Phone: _____________________

Purchase Description: ________________________________________________________________

_______________________________________________________________

Required Delivery Date: ________________

Company 1.) _____________________  2.) _____________________  3.) _____________________

Total Price $___________________  $___________________  $___________________

After evaluating all of the above, please make your supplier recommendation below. If the decision is based on anything other than price, please describe the reasoning and value for the selection.

Recommended Supplier: ________________________________________________________________

Basis for Recommendation: __________________________________________________________

_______________________________________________________________

_______________________________________________________________

The information provided above is accurate and represents a fair and impartial evaluation of quotations received.

Signature: _____________________  (Department Business/Budget/Financial Specialist)  Date: ________________

Name/Title: _____________________  Phone: _____________________

Please scan and attach this form with vendor quotes to your requisition in PeopleSoft

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