BETHUNE-COOKMAN UNIVERSITY  
Vendor Justification/Price Verification Form  

<table>
<thead>
<tr>
<th>Dept/Org Name:</th>
<th>Acct Code:</th>
<th>Date:</th>
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</thead>
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Vendor: _______________________________  

Please check one: __ Grant __ Contract __ Cooperative Agmt __ Institutional  

Bethune-Cookman University (B-CU) requires vendor selection justification and price verification for orders over $5,000.00 purchased with Federal Government funds. Check the appropriate boxes below and file this form with your departmental award records. Call Purchasing at 386-481-2536 or the Office of Sponsored Research at 386-481-2040, if you have any questions regarding this form.  

**Contracts $5,000 and over:**  
FAR 13.106 requires competitive bidding for each and every purchase of $5,000 and over. Please complete Section A. If only one bid is received, indicate bidder on Section A and complete Section C. For non-competitive purchases (i.e., sole/selected source, University-wide agreements, blanket purchase orders), complete Sections B and C.  

**Grants $5,000 - $9,999:**  
OMB A-110 requires price analysis for each and every purchase. For purchases $5,000 and over, please complete Section C.  

**$10,000 & Over:**  
OMB A-110 requires (1) basis for vendor selection, (2) justification for sole or selected source, and (3) basis for award price for each purchase of $10,000 and over. Please complete Section A or Section B and Section C.  

### Section A  
**Lowest Competitive Bid** (same item priced differently by several vendors). Record verbal or written quotation below. Please forward a copy of all bids and quotations to the Office of Sponsored Research (OSR) for recordkeeping and audit purposes.  

<table>
<thead>
<tr>
<th>Vendor A</th>
<th>Total Price:</th>
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<tbody>
<tr>
<td>Vendor B</td>
<td>Total Price:</td>
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<tr>
<td>Vendor C</td>
<td>Total Price:</td>
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### Section B  
If the lowest bidder was not chosen, select ONE:  

- ____ Selected Source (alternative vendors exist, but vendor selection was based on (a) technical requirements (e.g., precision, reliability, etc., or (b) past performance of alternative vendors (poor service level, unavailability of parts, etc.). Identify other sources considered and on what basis were they rejected.  

Explain: _____________________________________________

- ____ Sole Source (no other company is known to be capable of fully satisfying the requirements).  

Explain: _____________________________________________  

Forward a copy of the vendor selection documentation to OSR

### Section C  
**Cost/Price Analysis:** Selection one or more of the following statements to indicate that the bid price was fair and reasonable.  

- ____ The quoted prices incorporate discounts not available to the general public and reflect substantial savings (B-CU discount pricing).
- ____ The quoted prices compare favorably to the in-house estimates at B-CU (i.e., University Info Systems, B-CU print shop and publication services) for similar items.
- ____ The quoted prices were reviewed as part of B-CU’s overall proposal by the Federal sponsoring agency and were found acceptable.
- ____ The vendor has stated that the quoted prices are no greater than those charged to the vendor’s most favored customer.
- ____ The price was obtained from a current catalogue or standard printed price list.
- ____ Other: (i.e., Cost Analysis for construction projects).

### Department Authorization  
(Signature of the requestor and Dean/Sector Head who initiated the purchase).  

<table>
<thead>
<tr>
<th>Name (please print)</th>
<th>Signature</th>
<th>Date</th>
<th>(requestor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (please print)</td>
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