

BETHUNE-COOKMAN UNIVERSITY
Vendor Justification/Price Verification Form

Dept/Org Name: _____ Acct Code: _____ Date: _____
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. 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.

Vendor A _____	Total Price: _____
Vendor B _____	Total Price: _____
Vendor C _____	Total Price: _____

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).

Name (please print) _____	Signature _____	Date _____	(requestor)
Name (please print) _____	Signature _____	Date _____	(Dept Head)