VENDOR SELECTION FORM

Subcontractor / Vendor Name: _______________________________

• This form must be used to document the selection of vendors for all purchases of $3,000 or more.
• Section I must always be completed in entirety.
• If choosing a pre-qualified vendor, attach a quotation or explanation of pricing, and complete Section I and signature sections only
• Procurements of $20,000 and over require a RFQ or RFP and written proposals, which must be included with this form.

Section I. Basic Information: Complete for all procurements of $3,000 and over:

Grant Name: _________________________________________
Grant Contact Name: _______________________________
Purpose of Procurement:
____________________________________________________________________________________
Service or Item Description:
___________________________________________________________________________________
Vendor Selected: __________________________________ Price: ______________________________
Was this vendor chosen from the XYZ Pre-qualified Vendor List? ☐ Yes ☐ No

Section II. Competitive Selection: Same item or services priced by several vendors. Record oral or written quotations below, and attach copies of any RFQs/RFPs and bids/quotations to this SSF as required by the Procurement Policies and Procedures.

a. Vendor A: ________________________________________ Price: _____________________
b. Vendor B: ________________________________________ Price: _____________________
c. Vendor C: ________________________________________ Price: _____________________

Section III: Sole Source Procurement: Choose one or more reasons below and attach a written explanation supporting the reason(s) chosen. For additional information reference Section 4.6 of the Procurement Policies and Procedures Manual.
☐ At least three quotations/proposals were requested and only one response was received
☐ Required by the terms of the sponsor’s written solicitation or RFP – attach copy
☐ Unique or prior experience, expertise, professional stature or key personnel
☐ Proprietary item with unique requirements or “brand name” – only source capable of meeting EDC requirements
☐ Extreme Urgency – insufficient time to conduct a competitive source selection due to the extreme urgency of the requirement (nature of urgency must be fully documented in file).

Section V: Signatures: Buyer is responsible for obtaining signatures.

Program Director (required):

$ Printed Name Signature Date

Procurement Administrator (required for ≥ $3,000):

$ Printed Name Signature Date

Executive Director (required for ≥ $20,000):

$ Printed Name Signature Date