

## Single/Sole Source Justification and Quotation Evaluation Form

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

- (A) Purchases between \$2,501 and \$25,000 (Except for Sponsored Projects/ Cost Share tsee (B))
  Formal price solicitations are not required for items in this range. Purchasing Services highly recommends that informal price-checking and quote-gathering may generate substantial savings to your budget. Purchasing Services is available to assist departments by providing them with supplier names and/or contact information to obtain pricing quotes for their needed goods or services.
- (B) \* NEW 7/1/2018 Sponsored Projects/ Cost Share Fund Purchases between \$10,001 and \$25,000 Requisitions in this range for purchases on Sponsored Projects/ Cost Share funds, or that could potentially be transferred onto a Sponsored Project at a later date, must be submitted with a completed Quotation Evaluation Form including a minimum of (2) two supplier quotes attached, unless using an approved contracted supplier, or if the item or service can only be purchased from one supplier, in which case a Single/ Sole Source Justification Form must be completed and submitted with the requisition.
- (C) Purchases between \$25,001 and \$100,000
  Requisitions in this range must be submitted with a completed Quotation Evaluation Form including a minimum of (3) three supplier quotes attached, unless using an approved contracted supplier or if an item or service can only be purchased from one supplier, in which case a Single/ Sole Source Justification Form must be completed and submitted with the requisition.
- 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
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  formal bids. All RFP documents and supplier correspondence, communications, and responses
  will be managed by Purchasing. If an item or service can only be purchased from one supplier, DETMBT/F2 12
  then a Single/Sole Source Justification Form must be completed and submitted with the
  requisition0009/2 0 612 12 refMBT/F2 12 Tf1 0 0 1 26.1720981 Tm0 gA.reg

to determine whether Quotation Evaluation Forms or Single/Sole Source Justification Forms comply with UVM policy.

For additional information on purchasing procedures, please contact Purchasing Services at 656-6610 or email to purchasing@uvm.edu.



## **Quotation Evaluation Form**

\*NEW 7/1/2018 - All Sponsored Projects/Cost Share (GCA01) purchases between \$10,001 and \$25,000, will require a minimum of (2) two quotes to be obtained and attached to this form.

Prepared by:		Department:	Phone:	
Purchase Des	scription:			
Required Deli	ivery Date:			
Company	1.)	2.)	3.)	
Total Price	\$	\$	<u> </u>	
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based on any	thing other than	n price, please describe the reas		
based on any Recommende	thing other than ed Supplier: ommendation: _	n price, please describe the reas	coning and value for the selection.	
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Basis for Recommender Basis for Recommender The informat quotations results	ed Supplier: ommendation: _ ion provided ab	n price, please describe the reas	a fair and impartial evaluation of	