

HARVARD UNIVERSITY VENDOR JUSTIFICATION/PRICE VERIFICATION FORM

TUB AND ORG NAME: _____ ACCT.CODE: _____ DATE: _____

Tub/Org/Object/Fund/Activity/Sub-Activity/Root

WEB VOUCHER NO: _____ VENDOR: _____ Grant Contract Cooperative Agreement (please check one)

The Federal Government requires vendor selection justification and price verification for orders over \$2,500 purchased with Government funds. Funds between 100,000 and 199,999 include all federal awards including federal subagreements. Please check "Funding Instrument Code" at bottom of Action Memo.

Check the appropriate boxes below and file this form with your departmental award records. Call Procurement Management, 765 Holyoke Center, Cambridge at 495-5401 if you have any questions regarding this form.

CONTRACTS \$2,500 & Over FAR 13.106 **requires** competitive bidding for each and every purchase \$2,500 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 orders) complete Section B and Section C.

GRANTS \$2,500-\$9,999 OMB A-110 **requires** price analysis for each and every purchase. For purchases \$2,500 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 3) basis for award price for each purchase \$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 quotations below. Retain copies of bids/quotations in department files for 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 they were rejected. Explain: _____

Sole Source (no other company is known to be capable of fully satisfying requirement). Explain: _____

Retain vendor selection documentation in department files.

SECTION C

Cost/ Price Analysis *Select 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 (e.g. University-wide Harvard contract prices).
- The quoted prices compare favorably to previous prices paid for the same or similar items on Web Voucher No. _____ dated _____
- The quoted prices compare favorably to Harvard in-house estimates (e.g. University Information Systems, Harvard Printing and Publication Services, etc.) for similar items.
- The quoted prices were reviewed as part of Harvard's overall proposal by the federal sponsoring agency and were found to be 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 department buyer who initiated the purchase).

Name (please print) _____ **Signature** _____ **Date** _____