



Selection of Source & Price Justification

Requisitions exceeding \$10,000

Requisition Number: _____

NEU requires documented vendor and price competition for requisitions exceeding \$10,000. Please complete Sections 1 and 2 of this form to explain the bidding process and how a reasonable price was determined.

Written quotes must be attached:

- Whenever available, regardless of purchase price;
- When the requisition does not include a clear and precise description of what is being purchased;
- When the purchase price exceeds \$10,000.

Please complete this form, save a copy to your computer, and then attach it to the Atlas requisition number shown above.

Section 1: Please list at least 2 vendors that you considered and the pricing that was provided.

Vendor Selected	Considered Vendors	Total Price

Section 2: Why did you choose the selected vendor? (select one)

2.1 NEU Preferred Suppliers, must be listed on [The Procurement Services Preferred Suppliers Page](#).

www.northeastern.edu/purchasing/prefvend/

No further explanation required.

2.2 Adequate price competition (at least 2 quotes): lowest bidder selected

No further explanation required. In Section 1, list all considered vendors and their prices.

2.3 Adequate price competition (at least 2 quotes): other than lowest bidder selected

In Section 1, list all considered vendors and their prices. Justify the higher price by explaining below why the additional costs are considered reasonable and beneficial to NEU.

2.4 Procurement by a non---competitive method for this product/service

A “Procurement by a non---competitive method” is one where a product or service can only be purchased from a single source or supplier therefore not allowing for vendor and price competition.

“Procurement by a non---competitive method” vendor requires explanation, written justification and evidence by completion of sections A, B, and C below.

A. Explanation for Procurement by a non---competitive method (select one or more):

- ___ Product/Service is unique (explain your research/work requirements and the relevance of the unique product/service)
- ___ Continuity of existing research/work
- ___ Critically important features (detail the features and your research of comparable items)

- ☐ Repairs, replacement parts, or technical service available only from manufacturer or authorized distributor
- ☐ Compatibility with existing equipment
- ☐ Emergency purchase (life, health or property is in jeopardy)
- ☐ Use of specific vendor is identified in writing as a requirement of the sponsored project award (attach copy of written requirement by sponsor)
- ☐ After solicitation of a number of sources, competition is considered inadequate

B. **Justification for Procurement by a non---competitive method:** Please provide evidence for your selections in 2.4 A. Detailed evidence must include: correspondence with vendors, sources that were initially considered and why they cannot be used, inquiries made with other institutions/departments for sources of the product/service, etc. Include any relevant attachments.

C. **Price Justification and Reasonableness:** Describe your efforts to determine price reasonableness and provide supporting documentation for similar products, which may include:

- Cost analysis
- Market research
- Screenshots, emails, and catalog prices
- Pricing information obtained from colleagues at peer institutions who have purchased the same or similar items
- Prices of similar items

Requisitioner's Signature

Additional Explanation Space