



SELECTION OF SOURCE

REQUISITION EXCEEDING \$5,000 SMALL DOLLAR THRESHOLD - REQ. NO.: 0011246575

MIT policy requires that for a requisition exceeding \$5,000 for which the vendor has been specified by the requisitioner, that the information on this Selection of Source form must be supplied by the requisitioner. This information may be submitted on this Selection of Source Form or may be submitted in another format. Information provided will be reviewed by MIT and Federal auditors and by the Office of Naval Research, regardless of the account number charged.

1. **SUMMARY OF BIDS RECEIVED** - attach copies of all written quotations to this form (mandatory if \$10,000 or higher)

Enter the Total Price by One or More sources:

COMPANY	TOTAL PRICE
1) Sharon Vacuum	\$9175
2)	
3)	
4)	

2. **BASIS FOR SOURCE SELECTION** (check one)

- a) ☐ **Lowest Bidder selected** - all bidders and prices must be listed.
- b) ☐ **Other than Lowest Bidder selected** - explanation and price justification required. Explain the reasons for selecting other than the lowest bidder in the space below (An existing document which contains this information may be attached instead). Use the reverse side to indicate your basis for determining that the price to be paid is fair and reasonable.
- c) ☒ **Sole Source selected** - explanation and price justification required. Explain the sole source by answering the applicable questions below (An existing document which contains this information may be attached instead). Use the reverse side to establish your basis for determining that the price to be paid is fair and reasonable.

Identify other sources who were considered and why they cannot be used. _____

See below.

Specify the unique features of this item or service which require it to be bought from a single source _____

See below

Describe efforts taken to identify other sources of supply _____

See below.

3. DETERMINATION OF REASONABLE PRICE

Select the statement(s) below, which reflects your basis for determining that the price to be paid is reasonable, or use OTHER to provide your own statement.

- ☐ Adequate Price Competition. All vendor responses must be listed on page 1.
- ☐ Catalog or market price (or less) for STANDARD commercial item. {a copy of the published price (catalog page, web page, evidence of sales...) must be attached}
- ☐ Price for NONSTANDARD item to our specifications that is consistent with in-house estimate. {a copy of the in-house estimate must be included}
- ☒ Price compares favorably to price paid for the same item or similar item or like complexity under a previous PO {enter previous PO number under OTHER below and include the reason(s) that that price was determined to be fair and reasonable}.
- ☐ Price compares favorably with catalog or list price for similar item or like complexity {(enter description and price of similar item under OTHER below)}.
- ☐ OTHER - Enter your own statement, if needed, and/or information on discount, donation or negotiation if related to your statement or the statement you selected/provided above. {The existence of a discount or donation does not in and of itself establish a fair and reasonable price.}

Requisitioner's Signature

Buying Agent's Signature

(continuation space)

Sharon Vacuum has built at least 3 similar custom vacuum chambers for us in the past. They have the experience necessary to build them, we have a good relationship with them, and they have a proven track record of delivering good work at a reasonable price.

For an example of a recent order we placed with them, see PO 4501039911 , a similar custom vacuum chamber for a similar price.