



Selection of Source & Price Justification



Requisitions exceeding \$10,000

Requisition Number: _____

MIT 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 \$50,000.

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 MIT Preferred Vendor, must be listed on [SmartBuy](https://vpf.mit.edu/site/sourcing_procurement/smartbuy/suppliers). SmartBuy vendors can be found at: https://vpf.mit.edu/site/sourcing_procurement/smartbuy/suppliers**
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 MIT.
- ☐ **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