

# WELLESLEY COLLEGE

## VENDOR SELECTION FORM – FEDERAL FUNDS ONLY

Wellesley College requires documented vendor and price competition for federal requisitions of \$10,000 and more in accordance with Uniform Guidance §200.320. Please complete Sections 1, 2, or 3 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.

Please complete this form, save a copy to your computer, and attach to your Workday requisition.

### Section 1: Competitive Bidding for Purchases \$10,000 - \$250,000

Please list at least 3 vendors that you considered and the pricing that was provided.

Selected Vendor	Considered Vendors	Total Price

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

**Adequate Price Competition; Lowest Bidder Selected** – No further explanation required.

**Adequate Price Competition; Other Bidder Selected** – In the space below, justify the higher price by explaining why the additional costs are considered reasonable and beneficial to Wellesley College. 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
- Compatibility with existing equipment
- Critically important features (detail the features and your research of comparable item)

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### Section 2: Competitive Bidding Over \$250,000

The following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.
2. Proposals must be solicited from an adequate number of qualified sources.
3. The College must have a written method for conducting technical evaluations of the proposals received and for selecting recipients.
4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
5. The College may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

Selected Vendor	Considered Vendors	Total Price

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

**Adequate Price Competition; Lowest Bidder Selected** – No further explanation required.

**Adequate Price Competition; Other Bidder Selected** – In the space below, justify the higher price by explaining why the additional costs are considered reasonable and beneficial to Wellesley College. 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
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**WELLESLEY COLLEGE****VENDOR SELECTION FORM – FEDERAL FUNDS ONLY****Section 3: Noncompetitive Bidding (Sole Source)**

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply (select one or more):

The item is available only from a single source.

The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.

The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the PI.

After solicitation of a number of sources, competition is determined inadequate.

Please include evidence for your selection above. Detailed evidence may 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.

**Funding Source:** \_\_\_\_\_

**Approved By PI (printed):** \_\_\_\_\_

**PI Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_