

VENDOR JUSTIFICATION FORM

Requirement: In accordance with BVARI’s [Procurement Guidelines](#), this form is required for all purchases of vendor goods and services ≥\$25,000. This form is NOT required when purchasing vendor goods and services <\$25,000. (Please see separate [Independent Contractor Questionnaire](#) for engagement of independent contractors or consultants.)

Instructions: Please complete pages 1 and 2 of this form and send signed form to spa@bvari.org for requests to be placed on sponsored, education, or donation accounts.

Date **BVARI Account Number(s)**

Requester *(name, email, phone number)*

Principal Investigator *if different (name, email, phone number)*

Brief Description of Goods or Services

Preferred Vendor Name

(check all that apply below)

- Preferred vendor provides the best mix of quality, service, and price for the specified need.
- Bid or quote satisfies the technical requirements stated in the request.
- Proposed delivery schedule meets the required “need-by” date.
- Product’s quality and supplier’s performance reputation is acceptable in the context of BVARI’s use.
- Preferred vendor satisfies all requirements of the sponsored award, if applicable.

Order Thresholds

- ≥\$25,000 up to \$250,000:** Requester must complete sections below and attach documentation as noted below.
 - Non-competitive purchase/bid:* Procurement through solicitation of a proposal from only one source, therefore not allowing vendor & price competition. **Indicate bidder in Section A and complete Sections B & C.**
 - Competitive purchase/bid:* Same items priced differently by several vendors. Three (3) written or documented verbal quotes obtained. **Complete Sections A & C.**
 - Competitive purchase/bid:* Same items priced differently by several vendors. Less than three (3) written or documented verbal quotes obtained. **Complete Sections A, B and C.**
- ≥\$250,000:** Requester must conduct a formal competitive bid process, obtain a minimum of 2 written bids AND complete **Sections A and C.**

SECTION A – Vendor Quotes [Always required]

Click to Attach copies of written or documented verbal quotes.

Competitive Proposal: Provide three (3) written or documented verbal quotes or must also complete **Section B.**

Vendor 1: _____ Total Price: \$ _____ Contact: _____ Quote Date: _____

Vendor 2: _____ Total Price: \$ _____ Contact: _____ Quote Date: _____

Vendor 3: _____ Total Price: \$ _____ Contact: _____ Quote Date: _____

SECTION B – Non-Competitive/Sole-Source/Single-Source Proposals

*If a noncompetitive purchase/bid select **one or more** of the following options below.*

- Item or service is available only from a single source. Provide a brief description and explanation for reason vendor is unique:

- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation.
- The Federal awarding agency or pass-through expressly authorizes noncompetitive proposals (**Click to Attach** documentation).
- After solicitation of a number of sources, competition is determined inadequate.
- Continuity of existing research/work previously approved by same vendor. Provide a brief description:

SECTION C – Selection of Source and Price Reasonableness **[Always required]**

*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 & reflect substantial savings (e.g. preferred vendor or contract partnership agreements, negotiated pricing, etc.).
- The quoted prices compare favorably to previous prices paid for the same or similar items. Provide a brief description:

- The quoted prices were reviewed as part of BVARI's overall proposal by the federal sponsoring agency & 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 - Provide a brief description:

Additional Requester Comments

Requester Signature

PI Signature *(If different from Requester - not required for BVARI Admin)*

BVARI Comments

BVARI Authorization

(SPA for use of sponsored, education, or donation funding; BVARI Board Chair or Designee for use of BVARI administrative funds)