

PROCUREMENT SUMMARY JUSTIFICATION

INSTRUCTIONS

This form must accompany any purchase requisition that exceeds a total of \$10,000.00 (which includes shipping, handling and sales tax).

1. Please type or print legibly and complete all categories and sections that apply.
2. Provide full explanation, complete description, and/or list all relevant reasons where space has been provided. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions.
3. *Incomplete forms or forms lacking sufficient detail may not be approved and may be returned, possibly delaying issuance of a Purchase Order.*
4. Form must be signed and dated at the bottom.

Date: _____ Requisition No (if known): _____

Preparer: _____ Estimated Price: _____

Proposed Supplier: _____

Product/Service Description: _____

Type of Procurement Justification (Check one):

- Competitive Justification:** Two or more suppliers were contacted to provide pricing (bid/quote/proposal) for this procurement. Please complete page 2 in its entirety.
- Noncompetitive Justification:** This procurement was entered into without competition, based on research that only one supplier could fulfill the specific procurement requirements and there was no means of supplier and price comparison. Procurement by a noncompetitive method requires explanation, written justification, and market research evidence by completion of pages 3-4.

COMPETITIVE PROCUREMENT SUMMARY

Please complete the table below with a minimum of two or more suppliers.

Supplier Name	Bid Amount (\$)	Technically Acceptable? (Y/N)	Comments (Identify low bidder)

Awarded to lowest bidder

Not awarded to lowest bidder

(Explain rationale below, e.g., more aggressive schedule, better delivery terms, etc.)

I have attached the competitive bids/quotes/proposals submitted by each of the bidding suppliers.

Submitted by:

Signature: _____

Date: _____

Printed Name: _____

NONCOMPETITIVE PROCUREMENT SUMMARY

A noncompetitive or “sole source” procurement is defined as any procurement entered into without a competitive process, based on justification that only one known source exists or that only one single supplier can fulfill the requirements, as competition is not deemed feasible.

SECTION 1: Identify why this is a noncompetitive procurement

*Please select the appropriate rationale as to why this procurement is considered noncompetitive.
Select all that apply:*

- Only one known source exists for supplies or services as determined by documented research.
- No other reasonable alternative source exists that meets the Division/Departments requirements.
- Commodity/service is unique in nature to business need or research requirement.
- Compatibility (e.g., a public safety agency requires a specific piece of equipment to be compatible with an existing equipment system/services).
- Limited or proprietary systems (e.g., additional licenses, updates, specialized replacement parts, etc.)
- A professional expert is requested.
- Sales territories or product availability are limited by geographic boundaries.
- Renewal of an existing maintenance service agreement. Reference original Purchase Order Number:
and/or any subsequent renewal POs:

SECTION 2: Explain the basis for your selection(s) in Section 1

Provide a justification/explanation to support your selection(s) in Section 1 as to why it is necessary to contract in a noncompetitive manner for this procurement.

EXAMPLES: Description of the unique features that prohibit competition; documented research conducted to verify the supplier as the only known source; description of the marketplace to include distributors, dealers, resellers, etc.; known compatibility issue; delivery timeline constraints; need to renew maintenance service agreement, etc.

NONCOMPETITIVE PROCUREMENT SUMMARY

SECTION 3: Supporting Statement/ Research (REQUIRED FOR NONCOMPETITIVE PROCUREMENTS, EXCLUDING RENEWALS OF MAINTENANCE SERVICE AGREEMENTS *)

Use the table below to demonstrate why this procurement is noncompetitive in nature and why other suppliers cannot be utilized for this procurement. To properly demonstrate a noncompetitive procurement, at least one other supplier that was considered should be listed below. Please include a short explanation why the listed supplier(s) could not meet your procurement needs.

*For maintenance agreement, section 3 is not required to complete if a PO number was provided in section 1. If a previous PO was not entered in section one, section 3 is required to complete.

Supplier Name	Short explanation why not selected

I certify that: (All certifications below are required)

- This procurement meets the requirements of a noncompetitive procurement, and I have fully explained and demonstrated why this procurement is noncompetitive.
- I am aware of Caltech's requirements for purchases over \$10,000 and the criteria for justification for noncompetitive procurements.
- I have made a concerted effort to review comparable/equal goods and services (e.g., market research such as comparable items online, Google research, previous PO, etc.). *If available, please attach any pertinent documentation (screen shots from websites, previous PO's etc.) showing what market research was conducted. (Excludes renewals of maintenance service agreements)

Signature: _____

Date: _____

Printed Name: _____