

Vendor Justification Form (VJF)

Vendor: _____

Please complete, sign and email this form with backup documentation to **ap@cvre.org**.

CVRE requires vendor selection justification and price reasonableness verification for orders >\$10,000 purchased with both federal and non-federal funds.

Internal documentation, such as disbursement authorization, invoices, copies of competitive quotes or proposals, or cost/price analysis must be provided to the CVRE Accounting Office as justification of reasonable pricing for items > \$10,000.00.

ORDER THRESHOLDS	
Check appropriate boxes, complete required fields and send to AP@cvre.org	
<input type="checkbox"/>	≤\$10,000 – Completion of a VJF is not required. Use of CVRE approved vendors are encouraged. <i>If purchasing supplies or services from the same vendor where the aggregate dollar amount of this purchase exceeds \$10,000, then use this VJF based on the aggregate dollar amount.</i>
<input type="checkbox"/>	>\$10,000-\$250,000 – Select vendor and quote type: <input type="checkbox"/> Competitive purchase/quote: Same items priced differently by several vendors. <i>Minimum of three written quotes are required. Complete Sections A and B.</i> Single Vendor: If only one quote is received, complete Sections A and B <u>and</u> provide a justification for the use of a single vendor.
<input type="checkbox"/>	>\$250,000 – Select vendor and bid type: Competitive purchase/bid: CVRE must conduct a formal competitive bid process. Contact the CVRE Accounting Office for further guidance before proceeding with obtaining bids. Sole Source Vendor: Procurement through solicitation of a proposal from only one source, therefore bypassing vendor and price competition. Complete Sections A and C and contact the CVRE Accounting Office for further guidance.
SECTION A- VENDOR SELECTION	
Competitive Bid: <i>Minimum of three bids required. Retain copies of bids/quotes; send back-up documentation.</i>	
Vendor A:	_____
Total Price:	_____ Quote Contact: _____ Quote Date: _____
Vendor B:	_____
Total Price:	_____ Quote Contact: _____ Quote Date: _____
Vendor C:	_____
Total Price:	_____ Quote Contact: _____ Quote Date: _____

SECTION B- SELECTION OF SOURCE & PRICE REASONABLENESS

Cost/ Price Analysis: For procurement >\$10,000 but ≤\$250,000, select one or more of the following indicate that the quoted price was fair and reasonable.

The quoted prices incorporate discounts not available to the general public and reflect substantial savings (e.g. contract partnership agreements, negotiated pricing, etc.).

The quoted prices compare favorably to previous prices paid for the same or similar items, documented on PO number: _____ (must be documented)

The quoted prices were reviewed as part of CVRE's overall proposal by the federal sponsoring agency and 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 (e.g. VA, U of M).

The price was obtained from a current catalogue or standard printed price list.

Quoted price was the least expensive among bids (see Section A).

Item is only available from a single vendor for scientific reasons (for example when a service or item is only available with the required quality from one source or only one source can provide the items or service in the time frame required).

Supply a justification for use of a single vendor:

SECTION C- NON-COMPETITIVE PROCUREMENT JUSTIFICATION

For items > \$250,000.

Item or service is available only from a single source worldwide.

Public exigency or emergency will not permit a delay resulting from competitive solicitation.

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

The federal awarding agency or prime awardee has expressly authorized noncompetitive proposals (prior approval must be documented).

Item is only available from a single vendor for scientific reasons (for example when a service or item is only available with the required quality from one source or only one source can provide the items or service in the time frame required).

Supply a justification of the circumstance(s) indicated above:

PI AUTHORIZATION

Principal Investigator Signature: _____ Date: _____

Name (printed): _____

Email Address: _____