



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

≤\$10,000 – Completion of a VJF is not required. Use of CVRE approved vendors are encouraged. *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.*

>\$10,000-\$250,000 – Select vendor and quote type:
 Competitive purchase/quote: Same items priced differently by several vendors. *Minimum of three written quotes are required. Complete Sections A and B.*

Single Vendor: If only one quote is received, **complete Sections A and B and provide a justification for the use of a single vendor.**

>\$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: *Minimum of three bids required.* Retain copies of bids/quotes; send back-up documentation.

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 statements to 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

Signature: _____

Date: _____

Name (printed): _____

Email Address: _____

Telephone: _____