

WPI

SUPPLIER SELECTION FORM

WPI requires documented supplier and price competition for requisitions of \$10,000 and more. Please complete Sections 1 or 2 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.

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

Section 1: Competitive Bidding

Please list at least 2 suppliers that you considered and the pricing that was provided.

Selected Supplier	Considered Suppliers	Total Price

Why did you choose the selected supplier? (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 WPI. 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: Noncompetitive Bidding

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 non-Federal entity.

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

This order will cost \$25K or less; is not grant funded; and the Supplier awarded is a WPI Preferred Supplier designated as such per formal RFX process.

Please include evidence for your selection above. Detailed evidence may include: correspondence with suppliers, 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.

Approved:
(print)

Signature:

Date: