



## Supplier Selection Form – Purchases Over \$250,000

WPI requires documented supplier and price competition for requisitions of \$250,000.

The following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.
2. Proposals must be solicited from an adequate number of qualified sources.
3. The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients.
4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
5. The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

Please list at least 3 suppliers which were considered and attach quotes to determine how pricing was provided

| Selected Supplier<br>(Select One) | Considered Supplier Name | Total Quote Price |
|-----------------------------------|--------------------------|-------------------|
|                                   |                          |                   |
|                                   |                          |                   |
|                                   |                          |                   |

Why did you choose the selected supplier? (Select One Below)

- ☐ Lowest Bidder Selected. No Further explanation required.
- ☐ Other Bidder Selected. Please justify the higher price by explaining why the additional costs are considered reasonable and beneficial to WPI.

Principal Investigator Signature

Date: