



Supplier Selection Form – Purchases from \$10,000 - \$250,000

WPI requires documented supplier and price competition for requisitions of \$10,000 or greater.

Please complete either Option 1 or 2 of this form.

Option 1: Competitive Bidding for Purchases from \$10,000 - \$250,000

Please list at least **3** suppliers which were considered, attach quotes, and check box for how supplier selection was determined.

Selected Supplier (Select One)	Considered Supplier Name	Total Quote Price

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

- ☐ Lowest Bidder Selected
- ☐ Other Bidder Selected. Please justify the higher price by explaining why the additional costs are considered reasonable and beneficial to WPI.

Option 2: Non-Competitive Bidding for Purchases from \$10,000 - \$250,000

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.

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.

Principal Investigator Signature

Date: