



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

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

### **Non-Grant Funded Purchase:**

**Step 1:** Contact Strategic Sourcing for the creation of a Request for Quotation or Proposal related to purchases over \$250,000. Proposals must be solicited from a minimum of three qualified sources.

Please list suppliers to be considered:

Considered Supplier Name

**If non-grant funded, please contact [strategicsourcing@wpi.edu](mailto:strategicsourcing@wpi.edu) before proceeding any further**

### **Grant Funded Purchases:**

**Option One: Competitive Procurement – Proposals.** 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 3 suppliers which were considered and attach quotes to determine how pricing was provided

Selected Supplier (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.

**Option 2: Noncompetitive procurement.** There are specific circumstances in which the recipient or subrecipient may use a noncompetitive procurement method. Non-Competitive Bidding for Purchases ≥ \$250,000 require Procurement approval. Please contact [eproc@wpi.edu](mailto:eproc@wpi.edu) for assistance.

The noncompetitive procurement method may only be used if one of the following circumstances applies:

- ☐ The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold (\$10,000 as set forth in § 200.320)
- ☐ The procurement transaction can only be fulfilled by a single source.
- ☐ The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation.
- ☐ The recipient or subrecipient requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or
- ☐ After soliciting several 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.

I certify to the best of my knowledge I have investigated and found that the above reasons and explanations justify this contract request as a single/sole source procurement, the price reasonableness is adequately confirmed, and I have no financial or other beneficial interest in the proposed vendor.

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Principal Investigator Signature

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Date