

# SPONSORED PROJECT PROCUREMENT JUSTIFICATION

*Must be completed for all purchases exceeding \$10,000 on federal or state funded projects.*

Only complete the area necessary for the price of the purchase.

**1) Small Purchase Documentation. For all purchases exceeding \$10,000 and up to \$250,000 complete the following checklist and attach three bids you have obtained for the item.**

- |     |    |   |
|-----|----|---|
| Yes | No | Is this procurement in compliance with the <b>University's Conflict of Interest Policy, Code of Conduct Policy and OSP Financial Conflict of Interest Policy</b> ?  |
| Yes | No | Is this vendor a responsible party to do business with?   |
| Yes | No | Was the selected vendor involved in the preparation of the specifications?  |
| Yes | No | Were all restrictive elements removed from the specifications to ensure maximum and open competition?   |
| Yes | No | Is the item reasonably priced?  |
| Yes | No | Did you limit geographical preferences when searching for vendors?  |
| Yes | No | Did you query your colleagues and/or technical purchasing as to the availability of this item prior to submitting this requisition to prevent duplicate purchases?<br><b>If no, please explain below:</b> |

- |     |    |  |
|-----|----|--|
| Yes | No | Did you search the Small Business Administration database for possible small business vendors prior to selection? To do so, go to <a href="http://web.sba.gov/pro-net/search/dsp_dsbs.cfm">http://web.sba.gov/pro-net/search/dsp_dsbs.cfm</a><br><b>If no, please explain why below:</b> |
|-----|----|--|

- |     |    |   |
|-----|----|---|
| Yes | No | Are you, as the PI, prepared to maintain an appropriate level of oversight of the vendor's performance? |
|-----|----|---|

Name:

Address:

**Selected Vendor**

If selected vendor is not the lowest price from the three quotes, provide justification and the benefit to the project for your choice below.

## Purchase Distribution Info

Account Code	Fund Code	Dept. Code	TCU Project Number	Dollar Amount	Item Description
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2) For purchases totaling greater than \$250,000, provide a statement of work or specifications of the item or services that need to be purchased in a manner that allows the Office of Sponsored Programs to determine the appropriate bid process in the space below.

*Additional documentation may be added to this form as needed.*

3) For purchases totaling greater than \$250,000, which the PI has determined must be Sole Source Purchase/Noncompetitive bid complete the area below, provide necessary justification and attach the vendor bid. Sole source may only be used for one of the reasons listed below.

**NOTE:** All PIs should be aware that a sole source award or an award that was competitively bid with a single bid response over \$250,000 is subject to prior approval at the discretion of the sponsoring agency.

A. Explanation for Sole Source (select one):

Product/service is only available from a single source (unique item or service)

Limited Circumstance or Public Emergency Procurement

Federal Awarding Agency Authorization (the awarding agency specifically authorizes a non-competitive procurement after a written request is submitted from TCU through OSP)

Inadequate competition after multiple attempted solicitations (OSP will provide supporting documentation)

B. Justification for Procurement, describe below: (may include correspondence with vendors, sources that were initially considered and why they cannot be used, inquiries made with colleagues, etc).

*Additional documentation may be added to this form as needed.*

**NOTE:** If you exceed the 2000 character limit then additional documentation may be added as needed.

**C. Price Justification and Reasonableness, describe below: (describe your efforts to determine price reasonableness and provide supporting documents for similar products such as cost analysis, market research, screenshots, emails, pricing information from colleagues, prices of similar items, etc). Additional documentation may be added to this form as needed.**

**NOTE:** If you exceed the 2000 character limit then additional documentation may be added as needed.

**Sponsored Project Purchases over \$10,000 MUST be routed through Office of Sponsored Programs then Research Accounting for approval.**

**PI Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sponsored Programs Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Research Accounting Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_