

SEATTLE INSTITUTE FOR BIOMEDICAL AND CLINICAL RESEARCH

Appendix C: Vendor Justification Form (VJF)

Purchase Order Number: _____ Vendor: _____

Please complete, sign and email this form with backup documentation to accounting@sibcr.org.

Purchased with (select one): Federal Funds or Non-Federal Funds

SIBCR requires vendor selection justification and price reasonableness verification for orders >\$25,000 purchased with federal funds.

All individuals making purchases on behalf of SIBCR must follow the conflict of interest standards outlined in Appendix A of the Procurement Policy as well as any of SIBCR's other existing conflict of interest policies, all available at <https://sibcr.org>. Purchases transferred onto federal funds must also meet these requirements.

Purchases made with federal funds may be subject to audit at any time. All such purchases must be made prudently and are subject to fair and reasonable pricing. Internal documentation such as purchase orders, invoices, copies of competitive quotes or proposals, or cost/price analysis must be provided to the SIBCR Accounting Office as justification of reasonable pricing for items >\$25,000.

ORDER THRESHOLDS

Check appropriate boxes, complete required fields and send to accounting@sibcr.org.

- ≤\$25,000 – Completion of a VJF is not required. Use of SIBCR preferred vendors are encouraged. *If purchasing supplies or services from the same vendor where the aggregate dollar amount of this purchase exceeds \$25,000, then use this VJF based on the aggregate dollar amount.*
- >\$25,000-\$250,000 – Select vendor and quote type:
- Competitive purchase/quote:** Same items priced differently by several vendors. *Minimum of two written quotes are required, three preferred. Complete Sections A and B.*
 - Single Vendor:** If only one quote is received, **complete Sections A and B and provide a justification for the use of a single vendor.**
- >\$250,000 – Select vendor and bid type:
- Competitive purchase/bid:** SIBCR must conduct a formal competitive bid process. **Contact the SIBCR Accounting Office for further guidance before proceeding with obtaining bids.**
 - Sole Source Vendor:** Procurement through solicitation of a proposal from only one source, therefore bypassing vendor and price competition. **Complete Sections A and C and contact the SIBCR Accounting Office for further guidance.**

SECTION A- VENDOR SELECTION

Competitive Bid: *Minimum of two bids required, three preferred.* Retain copies of bids/quotes; send back-up documentation.

Vendor A: _____
Total Price: _____ Quote Contact: _____ Quote Date: _____

Vendor B: _____
Total Price: _____ Quote Contact: _____ Quote Date: _____

Vendor C: _____
Total Price: _____ Quote Contact: _____ Quote Date: _____

SECTION B- SELECTION OF SOURCE & PRICE REASONABLENESS

Cost/ Price Analysis: For procurement >\$25,000 but ≤\$250,000, select one or more of the following statements to indicate that the quoted price was fair and reasonable.

- The quoted prices incorporate discounts not available to the general public and reflect substantial savings (e.g. contract partnership agreements, negotiated pricing, etc.).
- The quoted prices compare favorably to previous prices paid for the same or similar items, documented on PO number: _____ (must be documented)
- The quoted prices were reviewed as part of SIBCR's overall proposal by the federal sponsoring agency and found to be acceptable.
- The vendor has stated that the quoted prices are no greater than those charged to the vendor's most favored customer (e.g. VA, UW).
- The price was obtained from a current catalogue or standard printed price list.
- Quoted price was the least expensive among bids (see Section A).
- Item is only available from a single vendor for scientific reasons (for example when a service or item is only available with the required quality from one source or only one source can provide the items or service in the time frame required).

Supply a justification for use of a single vendor:

SECTION C- NON-COMPETITIVE PROCUREMENT JUSTIFICATION

For items > \$250,000.

- Item or service is available only from a single source worldwide.
- Public exigency or emergency will not permit a delay resulting from competitive solicitation.
- After solicitation of a number of sources, competition is determined inadequate.
- The federal awarding agency or prime awardee has expressly authorized noncompetitive proposals (prior approval must be documented).
- Item is only available from a single vendor for scientific reasons (for example when a service or item is only available with the required quality from one source or only one source can provide the items or service in the time frame required).

Supply a justification of the circumstance(s) indicated above:

PI AUTHORIZATION

Signature: _____

Date: _____

Name (printed): _____

Email Address: _____

Telephone: _____