

HARVARD UNIVERSITY VENDOR JUSTIFICATION/PRICE VERIFICATION FORM

TUB AND ORG NAME: _____ ACCT.CODE: _____ DATE: _____

Tub/Org/Object/Fund/Activity/Sub-Activity/Root

WEB VOUCHER NO: _____ VENDOR: _____ Grant Contract Cooperative Agreement OTA (please check one)

Harvard University **requires** vendor selection justification and price verification for orders over \$5,000 purchased with Government funds in the 100,000-199,999 fund code range. Please check "Funding Instrument Code" at bottom of Action Memo. Check the appropriate boxes below and file this form with your departmental award records. Call the Procurement Management Compliance Officer at 495-5431 if you have any questions regarding this form.

ALL PURCHASES Under \$5,000 All Sub-\$5,000 purchases made with Federal funds may be subject to a Federal audit at any time. All such purchases should be made prudently and subject to fair and reasonable pricing. Internal documentation such as purchase orders, invoices, copies of competitive quotes or proposals, or cost/price analysis should be retained as justification of reasonable pricing for items under \$5,000. A justification for sole source selection should also be retained.

CONTRACTS \$5,000 & Over Competitive bidding is required for each and every purchase \$5,000 and over. Please complete Section A. If only one bid is received, indicate bidder on Section A and complete Section C. For non-competitive purchases (i.e. sole/selected source, University-wide agreements, blanket orders) complete Section B and Section C.

GRANTS \$5,000-\$9,999 Price analysis is required for each and every purchase. For purchases \$5,000 and over, please complete Section C.

\$10,000 & Over **Requires:** 1) basis for vendor selection 2) justification for sole or selected source 3) basis for award price for each purchase \$10,000 and over. Please complete Section A or Section B, and Section C.

SECTION A

Lowest Competitive Bid (same item priced differently by several vendors). Record oral or written quotations below.

Retain copies of bids/quotations in department files for audit purposes.

Vendor A _____	Total price _____
Vendor B _____	Total price _____
Vendor C _____	Total price _____

SECTION B

If the lowest bidder was not chosen, select ONE:

Selected Source (alternative vendors exist, but vendor selection was based on a) *technical* requirements (e.g. precision, reliability, etc.) or b) *past performance* of alternative vendors (poor service level, unavailability of parts, etc.). Identify other sources considered and on what basis they were rejected. Explain: _____

Sole Source (no other company is known to be capable of fully satisfying requirement). Explain: _____

Retain vendor selection documentation in department files.

SECTION C

Cost/ Price Analysis *Select one or more of the following statements to indicate that the bid price was fair and reasonable.*

The quoted prices incorporate discounts not available to the general public and reflect substantial savings (e.g. University-wide Harvard contract prices, **negotiated pricing, or vendor partnership agreements**).

The quoted prices compare favorably to previous prices paid for the same or similar items on Web Voucher No. _____ Dated _____

The quoted prices compare favorably to Harvard in-house estimates (e.g. University Information Systems, **University Operations Services, etc.**) for similar items.

The quoted prices were reviewed as part of Harvard's overall proposal by the federal sponsoring agency and were 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.

The price was obtained from a current catalogue or standard printed price list.

Other: (i.e. Cost Analysis for construction projects) _____

Department Authorization (Signature of the department buyer who initiated the purchase)

Name (please print) _____ Signature _____ Date _____

Telephone Number: _____ Email Address: _____