

# Boston College

## VENDOR JUSTIFICATION/PRICE VERIFICATION FORM (VJF)

A vendor is a supplier providing goods or services to Boston College.  
Boston College uses the term "vendor" interchangeably with the term "contractor."

Requisition #: \_\_\_\_\_ Date: \_\_\_\_\_ Vendor: \_\_\_\_\_

Boston College requires vendor selection justification when a competitive process is not used for orders > \$10,000 purchased with University funds. It is a best practice to follow the requirements listed in the University Bid Policy. Any deviation from this policy requires written justification, and evidence, from the requisitioner to Procurement Services to review **prior to commitment of an order**. Procurement Services may want to negotiate pricing, terms and conditions with the vendor for sole source/non-competitive purchases.

### Order Thresholds

Check appropriate boxes and upload this form and documentation with your requisition into PeopleSoft.

<input type="checkbox"/>	>\$10,000-\$250,000 (Select vendor and bid type below)	
<input type="checkbox"/>	<i>Used a Contracted Vendor</i> See list of contracted vendors on the <a href="#">Contracts and Standards page</a> .	
<input type="checkbox"/>	<i>Did not use a Contracted Vendor</i> - Purchaser must complete sections below and include documentation as noted below.	
<input type="checkbox"/>	<i>Non-competitive purchase/bid:</i> Procurement through solicitation of a proposal from only one source, therefore not allowing vendor & price competition. <b>Complete sections A.</b>	
<input type="checkbox"/>	<i>Competitive purchase/bid:</i> Minimum of two written bids received by Procurement Services. Same items priced differently by several vendors. If only one bid is received, indicate bidder & complete <b>Sections A</b>	
<input type="checkbox"/>	>\$250,000	Procurement must <u>conduct a formal bid process and</u> obtain a minimum of three written bids. Contact your Procurement Office for guidance.

### SECTION A- Sole Source/Non-Competitive Bid

PI's Signature is Required

If a noncompetitive purchase/bid check one or more of the following boxes:

Item or service is available only from a single source.

Please provide a written justification 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:

Public emergency procurement will not permit a delay resulting from competitive solicitation.

The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to written request from the non-Federal entity.

After solicitation of a number of sources, competition is determined inadequate.

#### Business Manager/PI's Signature if Sponsored

Signature \_\_\_\_\_ Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name (please print): \_\_\_\_\_ Telephone Number: \_\_\_\_\_