

General Information

Foundation Purchasing Policy AP157 requires purchases equal of \$10,000 up to \$25,000 to attach price quotation from the vendor; Purchases of over \$25,000 to \$50,000 require a minimum of three quotations (two for grants); Purchases of over \$50,000 require three formal competitive bids. Sole source means that a single vendor is uniquely qualified to meet the department objective and therefore the purchase should be exempt from the competitive bid process. If a project has determined that their purchase qualifies as a sole source, follow the instructions in part 2 below:

Part 1: Summary of Quotations Obtained

Indicate the items you wish to purchase and their prices by vendor. Attach price quotations from the vendor contacted that can provide your item(s). If you have quotations from more than three vendors, or more than four items, please attach a spreadsheet with this information.

	Vendor Name 1	Vendor Name 2	Vendor Name 3
Price			
Item A	\$	\$	\$
Item B	\$	\$	\$
Item C	\$	\$	\$
Item D	\$	\$	\$
Total Cost	\$	\$	\$

Name of vendor selected

Part 2: Selected/ Sole Source Justification (select one)

** Sole source requests must include a letter from the supplier certifying that its quoted price is equal to or less than that given to its most favored customers or other government agencies. The reasonableness of cost must also be documented.*

- Sole Source** – No other known vendor or one or more of the following conditions apply: Good/service obtainable only through exclusive supplier; no comparable
- Good/service obtainable only through exclusive supplier; no comparable items
 - Good/service must match or be compatible with current good/service
 - Emergency requirement
 - Contract for professional, technical or artistic services
 - Vendor of items/services requested were specified in the grant proposal and listed in the award agreement.
 - Other - Explain below:
