DATE: Click or tap to enter a date.

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| 1. **Transaction Information** | | | | | | |
| Vendor Name: | Add Vendor Name. | Elixir Transaction No. | Add Elixir Transaction No. | | | |
| Brief Purchase Description: | Add a Description | | | | | |
| Transaction Amount | Add $ Amount | Capital Equipment? | YES |  | NO |  |
| Payment Terms: | Choose a Term | Shipping Method: | Choose a Method. | | | |
| Advance Payment Detail/Instructions: | Add Instructions. | | | | | |

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| 1. **Competitive Price Justification**   Please summarize all bids received below. If only one bid, please complete Sections C and D. | | | | | |
| Supplier Name | Bid Accepted? | Amount | Price Origin (Select as Applicable) | | |
| Oral | Written | Web-Based |
| Add Name. |  | Add $ Amount. |  |  |  |
| Add Name. |  | Add $ Amount. |  |  |  |
| Add Name. |  | Add $ Amount. |  |  |  |
| *If winning bid is not the lowest price, please explain why award was made to alternate vendor:* | | Explain Support for Selection of Non-Lowest Bidder | | | |

*If only one (1) quote was obtained, please complete Parts C and D below. For single source transactions, a determination must be made as to whether: 1) the PO dollar amount is “fair and reasonable (Part C); and 2) issuing a PO without three or more bids is justifiable (Part D).*

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| 1. **Non-Competitive Price Justification**   **Select 1 of 3** | | |
|  | Prices(s) are considered reasonable for products manufactured in large quantities/services and sold to the general public through various source (i.e. retail/wholesale outlets, on-line) |
|  | Prices are considered reasonable as verified by the offeror’s price list(s) for the same or similar items or services. The offeror has provided documentation that WesternU is receiving the lowest price available for similar Universities or other institutes of higher learning.  Published Price List Attached: Oral Price List Confirmed: |
|  | Price analysis/reasonableness conducted Internally by WesternU and is attached or explained below |
| Enter price analysis information here. |

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| 1. **Sole Source Selection Justification**   **Select 1 of 3 and Add Detail Below (illustrations in shaded area)** | | |
| Item is available from one source | A campus exigency or emergency exists; a solicitation is not advisable. | Competition is determined to be inadequate after a solicitation process |
| ●Uniqueness of items or services to be procured from the proposed contractor or vendor *(e.g., compatibility or patent issues).*  ●How the requestor determined that the item or service is only available from one source (*e.g., market survey results, independent agency research, patented or proprietary system*).  ●Explanation of need for contractor’s expertise linked to the current project *(e.g., knowledge of project management, responsiveness, experience of contractor personnel, and/or prior work on earlier phases of project*).  ●Any additional information that would support the case. | ●Description of the public exigency or emergency.  ●Need for the contract and period of performance.  ●Impact on project if deadline/dates are not met.  ●Any additional information that would support the case.  *Note: Time constraints will not be considered a factor if the requestor has not sought competitive bids in a timely manner. Examples of public emergencies include natural disasters or other incidents requiring an urgent* *or immediate response.* | ●Was a market survey used to determine if competition was viable; if no survey is conducted, please explain why not.  ●Any additional information that would support the case. |
| Include Detailed Information to Support Selection Above. | | |