

CARLETON COLLEGE
Vendor Selection Form
For Equipment Purchases exceeding \$10,000

Description of product: _____

* Computer purchases up to \$5,000 are considered supplies

Record competitive bids and indicate selected vendor:

Vendor Name	Total Price	Preferred
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Please note: "Simplified acquisition threshold" applies to purchases from \$100,000-\$250,000. For purchases over \$250,000, all quotes listed above must **also** be supported with sealed bids or competitive proposals unless there is a sole source for the product or service.

If lowest bid is not selected, indicate justification:

- Only acceptable proposal (e.g. meeting required delivery date, compliance with specifications, etc.)
- Technically superior offer
- Professional stature and reputation
- Availability
- Compatibility with College facilities and equipment
- Present and/or past experience with similar work
- Understanding of scope of work
- Fair and reasonable price
- Superior delivery schedule
- Proximity of vendor

If sole source, identify the circumstance that applies:

- The item is available only from a single source
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
- The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity
- After solicitation of a number of sources, competition is determined inadequate

Name of Principal Investigator: _____

Signature: _____ Date: _____

Attach completed form and any bids obtained to the selected vendor's purchase order request and forward to Randie Johnson, Business Office (1-BUSOFC). Copy to Susan Benson for file.

Business Office: SAM check for equipment vendor: *Initial* _____ *Date* _____

Sources: Section 207 (a)(1) of the American Competitiveness and Innovation Act (AICA)

[Uniform Guidance § 200.320 Methods of procurement to be followed](#)

OMB M-18-18 - Memo on micro-purchase and simplified acquisition thresholds: <https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf>