

## Single/Sole Source Justification and Quotation Evaluation Form

Campus departments should follow these instructions to determine how bids are required to be solicited prior to purchasing goods and/or services.

The University encourages doing business with minority and women owned business enterprises (M/WBE) whenever possible. The State of Vermont maintains a [directory of self-certified \(M/WBEs\)](#).

- (A) **Purchases between \$2,501 and \$25,000 (Except for Sponsored Projects/Cost Share – see (B))**  
Formal price solicitations are not required for items in this range. Purchasing Services highly recommends that informal price-checking and quote-gathering may generate substantial savings to your budget. Purchasing Services is available to assist departments by providing them with supplier names and/or contact information to obtain pricing quotes for their needed goods or services.
- (B) **Sponsored Projects/Cost Share Fund Purchases between \$10,001 and \$25,000**  
Requisitions in this range for purchases on Sponsored Projects/Cost Share funds, or that could potentially be transferred onto a Sponsored Project at a later date, must be submitted with a completed Quotation Evaluation Form including a minimum of **(2) two supplier quotes** attached, **unless** using an approved contracted supplier, **or** if the item or service can only be purchased from one supplier, in which case a Single/Sole Source Justification Form must be completed and submitted with the requisition.
- (C) **Purchases between \$25,001 and \$100,000**  
Requisitions in this range must be submitted with a completed Quotation Evaluation Form including a minimum of **(3) three supplier quotes** attached, **unless** using an approved contracted supplier or if an item or service can only be purchased from one supplier, in which case a Single/Sole Source Justification Form must be completed and submitted with the requisition.
- (D) **Purchases \$100,001 and greater**  
Purchases at this level are subject to the Request for Proposal (RFP) process. Purchasing Services will work with the requesting department to develop and incorporate the scope of work into UVM's RFP template. The RFP will be issued to a minimum of (3) three suppliers for formal bids. All RFP documents and supplier correspondence, communications, and responses will be managed by Purchasing. If an item or service can only be purchased from one supplier, then a Single/Sole Source Justification Form must be completed and submitted with the requisition.

Purchasing Services will have final approval to determine whether Quotation Evaluation Forms or Single/Sole Source Justification Forms comply with UVM policy.

For additional information on purchasing procedures, please contact Purchasing Services at 656-6610 or email to [purchasing@uvm.edu](mailto:purchasing@uvm.edu).



All Sponsored Projects/Cost Share (GCA01) purchases between \$10,001 and \$25,000, will require a minimum of **(2) two quotes** to be obtained and attached to this form.

\*For all purchases between \$25,001 and \$100,000, a minimum of **(3) three quotes** are required to be obtained and attached to this form

Prepared by: \_\_\_\_\_ Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Purchase Description: \_\_\_\_\_  
\_\_\_\_\_

Required Delivery Date: \_\_\_\_\_

Company     1.) \_\_\_\_\_ 2.) \_\_\_\_\_ 3.) \_\_\_\_\_

**Total Price**     \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

After evaluating all of the above, please make your supplier recommendation below. If the decision is based on anything other than price, please describe the reasoning and value for the selection.

Recommended Supplier: \_\_\_\_\_

Basis for Recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The information provided above is accurate and represents a fair and impartial evaluation of quotations received.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Department Business/Budget/Financial Specialist)

Name/Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Please scan and attach this form to your requisition in PeopleSoft.

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