

Wellesley College Purchasing Competitive Bid Summary and Justification

This form is designed to assist faculty and staff in providing information necessary in the processing of requisitions for purchases where competitive bids were obtained as required by the College's Purchasing Policy. No Justification Statement is required if low bidder is selected. Justification is required if the department chooses a vendor that is higher in cost than the lowest bid by **1) 15% difference or 2) \$10,000 – whichever is lower**. Requisitions will not be processed without completion of this form. Please complete and forward with requisition to the Purchasing Department. If more space is needed, please attach additional page(s).

Bid Summary (minimum of 3 is required)

| <u>Vendor</u> | <u>Annual or Total Committed Cost</u> |
|---------------|---------------------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Vendor Selected: _____

Cost difference between vendor selected and lowest cost vendor: _____

Percent of cost difference between vendor selected and lowest cost vendor: _____

Please complete the following Justification Statement if vendor selected is higher in cost than the lowest bid by either - 1) 15% or 2) \$10,000 (whichever is lower):

We recommend a vendor that does not have the lowest cost because:

I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation.

| | | |
|---------------------------------|--------------------|-------------|
| Print / Type Name | Print / Type Title | Department |
| Department Authorized Signature | Date | Ext. Number |

If vendor selected requires justification in box above, approval required from:

| | |
|-------------------------|--|
| Department Senior Staff | Vice President for Finance and Treasurer |
|-------------------------|--|

PURCHASING USE ONLY

| | |
|--------------------|-------------|
| Reviewed by: _____ | Date: _____ |
| Approved by: _____ | Date: _____ |