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 purchasing where competitive bids or quotes were obtained as required by the College's Purchasing Policy. No justification statement is required if the lowest bid or quote is selected. Justification is required if the requestor chooses a vendor that is higher in cost than the lowest bid or quote by **1) 15% difference or 2) $10,000 - whichever is lower.** Requisitions will not be processed without completion of this form. Please complete and attach to the Workday requisition for approval. If more space is needed, please attach additional page(s).

Bid or Quote Summary (Minimum of 3 is required)

Vendor Name	Annual or Total Committed Cost

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 the vendor selected is higher in cost than the lowest bid or quote 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.

Name	**Title**	**Department**
Signature	**Date**	**Ext. Number**

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

Department Senior Staff   Vice President for Finance and Treasurer