

Boston College

VENDOR JUSTIFICATION/PRICE VERIFICATION FORM (VJF)

A vendor is a supplier providing goods or services to Boston College
 Boston College uses the term "vendor" interchangeably with the term "contractor."

Requisition # _____ Date: _____ Vendor: _____

Boston College requires vendor selection justification when a competitive process is not used for orders > \$10,000 purchased with University funds. It is a best practice to follow the requirements listed in the University Bid Policy. Any deviation from this policy requires written justification, and evidence, from the requisitioner to Procurement Services to review prior to commitment of an order. Procurement Services may want to negotiate pricing, terms and conditions with the vendor for sole source/non-competitive purchases.

Order Thresholds	
Check appropriate boxes and upload this form with your requisition into PeopleSoft.	

%>	\$10,000-\$250,000	(Select vendor and bid type below)
%>	Used	<input type="checkbox"/> Contracted Vendor
%>	Did not use	<input type="checkbox"/> Contracted Vendor- Purchaser must complete sections below and include documentation as noted below
%>	Non-competitive purchase/bid	Procurement through solicitation of a proposal from only one source, therefore allowing vendor & price competition. Complete sections A
%>	Competitive purchase/bid	Minimum of 3 bidders
%>	\$250,000	Procurement must conduct a formal bid process and obtain a minimum of 3 written bids. Contact your Procurement Office for guidance

SECTION A- Sole Source/Non-Competitive Bid	
PI's Signature is Required	

If a noncompetitive purchase/bid check one or more of the following boxes

Public emergency procurement will not permit a delay resulting from competitive solicitation

The Federal awarding agency or pass through entity expressly authorizes noncompetitive proposals in response to written request from the non-Federal entity.

After solicitation of a number of sources, competition is determined inadequate.

Business Manager's Signature	Date	Email
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