

**For all purchases \$10,000 or greater, a Tufts University Supplier Justification Form must be completed on-line in EREQ for each Purchasing Requisition.**

When an item is quoted by one or multiple suppliers. Three suppliers required where possible.	<ul style="list-style-type: none"> <li>▪ Complete Section A (indicate name of all suppliers, record amounts and attach all quotations to EREQ)</li> <li>▪ Complete Section C (check off the appropriate statements) and complete Section B (if applicable)</li> </ul>
Noncompetitive Purchases (Sole or Selected Source, Federal Agency Authorization or emergency orders)	<ul style="list-style-type: none"> <li>▪ Complete Section A (indicate the name of suppliers record the amounts and attach quotations as applicable to the EREQ)</li> <li>▪ Complete Section B (indicate justification and a brief explanation of the noncompetitive purchase)</li> <li>▪ Complete Section C (check off all the appropriate statements)</li> </ul>

**SECTION A – LOWEST COMPETITIVE BID** - Record all written quotations for audit purposes and include copies of all bids/quotations when submitting your EREQ purchasing requisition.

SUPPLIER A \_\_\_\_\_ TOTAL PRICE \$ \_\_\_\_\_

SUPPLIER B \_\_\_\_\_ TOTAL PRICE \$ \_\_\_\_\_

SUPPLIER C \_\_\_\_\_ TOTAL PRICE \$ \_\_\_\_\_

**SECTION B - NONCOMPETITIVE PURCHASE JUSTIFICATION - Required if lowest bidder was not chosen.**

**SELECTED SOURCE**

Alternative suppliers do exist, but selection was based on: a) technical requirements (e.g. precision, product reliability, etc.) or b) history of past performance with alternative suppliers. Indicate all alternative suppliers which were considered and on what basis they were rejected.

**SOLE SOURCE**

Alternative suppliers do not exist, as no other supplier is known to be capable of fully satisfying requirement. Federal regulations limit sole source procurements to a) product or service only available from a single source, b) emergency purchases, c) Federal Agency Authorizations d) inadequate competition after multiple attempted solicitations or e) if only one particular source to acquire items or services is available at a level of quality or performance required for scientific reasons, or within the time frame needed for research purposes..

**EMERGENCY ORDER**

Please explain the nature of emergency and reasons for supplier selection.

**FEDERAL AGENCY AUTHORIZATION**

Supplier is specified in the grant/contract by the Federal Awarding Agency or written permission has been received from the Agency by the Principal Investigator. Please explain.

**SECTION C - COST/PRICE ANALYSIS (REQUIRED).**

Select all applicable statements which indicates the bid price was fair and reasonable:

Quoted prices incorporate discounts not available to the general public and reflect substantial savings (e.g. Tufts University pricing, specific negotiated pricing, or strategic supplier partnership agreements).

Quoted prices compare favorably to previous prices paid for the same or similar items.

Quoted prices compare favorably to university interdepartmental estimates for similar items (e.g. TTS, Operations, etc).

Quoted prices were reviewed as part of Tufts overall proposal by the federal sponsoring agency and were found to be acceptable.

The supplier has stated that the quoted prices are no greater than those charged to the supplier's most favored customer.

The price was obtained from a current catalogue or standard printed price list.

OTHER (please describe):

**DEPARTMENTAL INFORMATION (Department representative who initiated the purchase.)**

Name (please print): \_\_\_\_\_ Department: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please Note: This worksheet may not be substituted for the on-line EREQ Supplier Justification Form - It is a worksheet ONLY.**