



1) General. For all procurements. (Excludes employment expenditures covered by Travel Policy 3.7)

expenditures totaling \$3,000 or less, or consulting, subcontract and subrecipient agreements. See related University policies/procedures.)

Yes  No  **NO: please explain below** Is this procurement in compliance with the University's Conflict of Interest Policy and **IF** ~~OMB A-110 Section 42?~~

Are the specifications for the item selected in accordance with OMB A-110 Section 42? (Assumed to be in accordance with the specifications unless otherwise noted.)

Sole Source Statement **AND state why**

A.

B. Justification of vendor selection: What vendor attributes led to its selection (e.g. services, technical expertise, cost, etc.)

No preparation of the specifications must be excluded from bidding. All restrictive elements must be removed from the specifications to ensure maximum competition.)

A. If this is general, did you query your colleagues and/or asset management as to the availability of this item prior to submitting this requisition?

B.

**NOTE:** All Bids should be submitted to the Procurement Office.

S/M L participants with multiple buying consortiums that are listed on the Purchasing website: <http://www.edu/purchasing/>. Look for Quality

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**Market Survey**

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**Sole Source**

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*further explanation of terms, contact Purchasing.*