

# VENDOR SELECTION FORM

For purchases \$500 - \$9,999

In order to provide open and free competition and to obtain the maximum value for each dollar expended, Mineral Area College has a competitive bidding policy for purchases over \$500 - \$9,999 according to Board Policy: Article VIII – Business Procedures 8.50 – Purchasing Policy Under \$10,000

This completed form should be submitted to the Vice President of Finance and Administration.

**Competitive Bids** – In the table below, please provide quote information relating to the requested service / product. Please attach copies of these quotes with the completed form. Forms will be approved within 3 business days.

Vendor Name & Contact Person	Quote #	Date of Quote	Total \$ Amount

The College shall take all affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

**Awarded Bid – Please check the method used for vendor selection.**

**Selected Vendor:**

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Bids are only good for the Fiscal Year in which they are approved.

- ☐ Lowest bid awarded. This is applicable when the competitive bidding process was utilized, and selection was based on the lowest price.
- ☐ Bid awarded on other criteria. This is applicable when the competitive bidding process was utilized, and selection was based on criteria other than lowest price. Examples for selection include, but are not limited to: feasibility; availability, or quality.
- o Please provide an explanation of how the awarded bid was selected:
  - o Please provide a price justification in Section III of this form.

- ☐ Selected Source awarded. A selected source is applicable when other vendors exist in the marketplace, however, a vendor is selected without competitive bids based upon: technical requirements of the requested product; past performance by other vendors, or a current or historical relationship between the selected vendor and the College.
- o Please provide an explanation of how the awarded bid was selected:

o Please provide a price justification in Section III of this form.

- ☐ Single Source awarded: A sole source selection is applicable when no other vendor is capable of providing the requested service or product.
- Please provide an explanation of:
- o Reason the purchase is considered to be “sole source”:

o Reason why the vendor was selected:

o Description of the selection process:

o Explanation of how the price was determined to be “reasonable”:

## **Determination of Reasonable Price**

Please select the statement below that best reflects how the price of the awarded bid was considered “reasonable”.

- ☐ Competitive bidding - Lowest price was selected.
- ☐ Competitive bidding – Lowest price not selected, however, based on other selection criteria and full comparison, price was determined to be reasonable.
- ☐ Price comparison:  
Reasonable price as compared with like or similar items purchased previously through the college. Please reference the previous PO number.

- ☐ Reasonable price as compared with like or similar items available in a catalog, website, or advertisement. Please provide a copy of the source.
- ☐ Rate / cost negotiated with an approved vendor per an existing contract or agreement.
- ☐ Please reference the date of the agreement.
- ☐ Other: Please provide an explanation.

If using a credit card this form will suffice for a Visa Purchase approval form once all signatures are completed.

**This purchase will be completed with?**

- ☐ Credit Card
- ☐ Purchase Order

Please email this form and electronic/scanned Bids to [rjenkins@mineralarea.edu](mailto:rjenkins@mineralarea.edu)

\_\_\_\_\_  
Requestor's Printed /Typed Name and Title

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Dean or VP Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
VP Finance and Administration Signature

\_\_\_\_\_  
Date