

VENDOR SELECTION NARRATIVE TOOL

See instructions on page two of this form.

GRANTEE:	GRANT NUMBER:
PROJECT TITLE:	PROJECT DURATION FROM: TO:
PREPARED BY:	
PHONE:	DATE:

This tool can be used to document the selection of vendors for all purchases made with grant funds in the amount of \$3,500 or more and as a guide for completing the required narrative when submitting the DCJ Form 16 or DCJ Form 13. In the case where a purchase meets and/or exceeds the \$3,500 threshold, but is not professional services or equipment, this tool can be completed for the purchase and kept in the grantee's hard file for review when the program is site visited.

SECTION I: BASIC INFORMATION:

Purpose of Procurement: _____

Specifications of the Item or Service to be Procured: _____

SECTION II: COMPETITIVE PRICES/QUOTES OBTAINED:

Vendor A _____ Price: _____

Vendor B _____ Price: _____

Vendor C _____ Price: _____

Vendor Selected: _____ Price: _____

OR

SECTION III: SOLE SOURCE PROCUREMENT: Choose one or more of the reasons below and attach a written explanation supporting the reason(s) for sole source procurement. Sole Source Procurement may be substituted for Competitive Procurement, when competition is required, only in specific circumstances listed below and must be thoroughly documented and justified.

____ Extreme Urgency – there was insufficient time to conduct a competitive source selection due to the extreme urgency for the purchase due to safety or health reasons

____ At least 3 prices/quotes were sought but only one could be obtained

____ The vendor/source is the only provider that can provide the services

____ The vendor/source is/has been expressly authorized in writing from the Federal cognizant agency

INSTRUCTIONS FOR USING THE TOOL

HEADING

Grantee: This is the agency to which the federal grant award was made.

Grant Number: This is the grant number assigned to the project by DCJ. It can be found on the Grant Agreement.

Project Title: This is the name of the project which is identified on the Grant Agreement.

Project Duration: This is the period of the grant award, not the time period for which this report is being submitted. It can be found on the Grant Agreement.

Prepared By: This is the person completing this form. Include this person's 10-digit phone number.

Date: This is the date the form is completed.

BASIC INFORMATION: Provide basic information regarding the purpose of the procurement and the item being procured.

COMPETITIVE PRICES/QUOTES OBTAINED: *Complete section II or III, but not both.* Provide three (3) of the price/quotes obtained including the vendor that was selected.

SOLE SOURCE PROCUREMENT: *Complete section II or III, but not both.* If competition was not performed, document the reason for the sole source. Note: Competition must be performed unless the sole source reasons are justified.