



Sponsored Programs - Federal Purchasing Checklist

Purchases over \$10,000

Please check below the method used for vendor selection for this purchase and attach to the requisition. This checklist must be attached to the requisition in order for OSP to approve. If the selection requires further documentation, it must be attached to the requisition as well.

_____ **Bid Vendor**

Wake bidding process
Premier, Incorporated (Group Purchasing Organization)

_____ **Quotes**

Attachments:
Vendor selection criteria checklist
Documentation of 3 quotes (minimum)

_____ **Named in the Award**

Attachment:
Page from Notice of Award showing vendor named

_____ **Sake of Science**

Examples: Consistency of research, Vendor has documented validity or purification,
Purchase interfaces with existing equipment, purchase supports current study materials

Explanation: _____

_____ **Sole Source (*Circle one*)**

1. Only one known source can provide product or service; unique product (include detailed description of unique features that prohibit competition, research to verify only one source, known compatibility issues)
2. Public exigency or emergency prohibits competitive solicitation
3. Awarding agency expressly authorizes noncompetitive proposals in response to written request from Wake
4. After solicitation of a number of sources, competition is determined inadequate