

PROCESS:

Issued:

PURPOSE: **Guidelines for Supplier Selection Justification Form**

DEFINITIONS:

CMS-Construction Management System
CAA-Construction Accounting Assistant
FA – Fiscal Administrator in Business Operations

POLICY GUIDELINES

This form is required for all purchase orders over \$25k.

- Step 1 - Determine if proposal was part of competitive bid process or a sole source approval
- Step 2 – Prepare sole source form by adding vendor name, requisition number, and type of service
- Step 3 – Check appropriate box for competitive bid or sole source approval based on:

If competitive bid check to see if bids were reviewed by purchasing department. If bids have been reviewed purchasing will initial in upper right hand corner of each bid. Send bid tab form and sole source form to purchasing. If bids were not reviewed by purchasing all bids must be sent to purchasing as well as bid tab and sole source forms.

If the bid is a sole source approval check the appropriate box and provide the date and person that authorized the sole source purchase. Attach a copy of the approval and send with the sole source form.

Levels of approvals are as follows:

- \$25k-\$99,999 – Assistant Vice Chancellor / Assistant Dean – Facilities
- \$100k-\$499,999 – Executive Vice Chancellor for Medical Affairs
- \$500k-\$1,999,999 – Projects Committee
- \$2M-\$4,999,999 – B&G Committee
- \$5m+ - Executive Committee