Documentation of Competition

For informal procurements (small purchase) between $25,000.01 - $250,000.00*

**($25,000.01 - $150,000 for Federal Contract Awards)*

Attach this form and other supporting documentation to a BennyBuy Purchase Request Form for Procurement review and approval. Procurement may request additional documentation to verify open and equal competition.

Contact Person:		Date:	
Phone:		Brief Description:	
Department:		Selected Supplier:	

1. Is federal funding involved, or will federal funding be involved in the future? ☐ Yes ☐ No

   If yes, what type of agreement exists between OSU and the federal awarding agency?

   ☐ Grant ☐ Cooperative Agreement ☐ Contract

2. The specifications/scope of work you shared with the suppliers is included as an attachment. ☐ Yes ☐ No

   If not, please provide the specifications/scope of work you shared with the suppliers here:

3. The supplier's quotes, responses or website prices are included as attachments. ☐ Yes ☐ No

   If no, why not?

4. Did you negotiate the specifications/scope of work or price after receiving the supplier's responses? ☐ Yes ☐ No

5. Are any of the individuals who participated in the selection, award or administration of the resulting contract related to, or a member of the household of the selected supplier, or have a financial interest in the company? ☐ Yes ☐ No

6. Is there a contract that needs review and signature? ☐ Yes ☐ No

Answer one of the following Sections:

A. <u>Price Based Selection:</u>

1. Did you select the lowest priced supplier meeting the specifications? ☐ Yes ☐ No

   If no, how did you determine which supplier was selected?

B. <u>Best Value Selection (selection based upon price and other criteria):</u>

1. How did you evaluate the supplier's responses?

2. How did you determine which supplier was selected?

Procurement Services Internal Use Only: Pursuant to OSU Standard 03-010, section 5.2.1 subsection b, this purchase falls within the informal dollar threshold and the department obtained prices, rates or competitive offers from an adequate number of entities. Additionally, I have reviewed the information provided and competition appears to be open and equally applied. Signature: _____ Date: _____