

Bid Documentation Form (required if over \$25,000)

Requisition #	
Vendor Name	

The [Purchasing & Bidding Requirements](#) policy states that purchases in excess of \$25,000 require a bid process be conducted, an exemption exists in policy or an exception is granted. The requestor certifies that any conflict (or appearance of) of interest is in compliance with the [Conflict of Interest](#) policy.

For the above requisition, was a bid conducted or multiple quotes received?

Yes

No

If Yes:

Copies of the original bid document, **all** vendor responses and any selection documentation must be submitted to Procurement Services and kept on file by the department.

Why was the selected provider chosen?

Price

Service

Other

If No:

Select the appropriate box stating why a bid was not conducted:

Exempted per policy – reason:

Exempted by Procurement Services (attach documentation showing justification and approval)

Exempted by an Executive Officer (attach documentation showing approval)

No prior approval given (not compliant with policy)

Policy exemptions: Advertising agencies, banking services, deeply integrated software, event venues, external legal counsel, grant subawards, partnerships and affiliations with educational institutions, purchases made from preferred vendors, purchases necessary to respond to an immediate emergency, and sole source purchases. See the [Purchasing & Bidding Requirements](#) policy for more information.