

**Instructions:**

- Complete this form for goods and services purchases using comparative pricing (multiple quotes) from all suppliers that are not a University Preferred Supplier (listed in the University Buying Guide)  $\geq$  \$10,000). A University Preferred Supplier is a supplier with whom the Procurement Department has established a special arrangement to maximize the purchasing power of the University and reduce the overall cost of goods and services by establishing a University-wide master contract. These arrangements offer numerous features and provide an overall best value for the University. Departments utilizing contracts with Preferred Suppliers, as long as the contract is still in effect, are exempt from participating in the competitive bidding process.
  - For sole source (single quote) purchases, complete Form 3201 FR.06 Sole Source Documentation.
- Complete Sections 1, 2, and 3 for all purchases using comparative pricing.
- Complete Section 4 for services purchases only.
- You may also complete this form to obtain OSP approval for services agreements  $<$  \$10,000 funded by sponsored awards. In such instances, you need only complete Section 4.
- The Requestor must sign the Certification at the end of the form.
- Attach the completed form (including OSP approval, if required) in Workday to the purchase requisition.

## Section 1 – Comparative Pricing (multiple quotes) Method Selection

Select one of the following statements to indicate the method of comparative pricing (same item priced differently by several suppliers) utilized, per [Policy 3201 General Purchasing, Section 3201.4](#):

- ☐ **A. Submission of 2 or more new quotes:** *quote documentation can include a supplier price list, an internet search of supplier websites to determine market and published prices, or prices provided in writing directly from the supplier.*

☐ **B. Comparison of recent quotes:** *quotes previously received may be compared as long as they are for the same service/product and are within the previous 12 months.*

☐ **C. Competitive bidding process:** *bids/quotes are compared for reasonableness and responsiveness from Procurement publicly soliciting requests for bids wherein Yale identifies all evaluation factors and their importance. Yale considers all proposals, conducts a technical evaluation, and awards a procurement contract to a supplier whose proposal is most advantageous. **Note:** The Procurement Department assists in performing the competitive bidding process. Please contact [Purchasing Intake Portal](#) to initiate a competitive bidding process.*

☐ **D. Other (explain):**

**If the price cannot be shown to be reasonable, contact Procurement to discuss price negotiation.**

## Section 2 – Comparative Pricing Documentation

Indicate quotation details below, as well as the selected supplier. Attach copies of quotation documentation to the requisition.

**Note:** The Procurement Department assists in performing the competitive bidding process (**Choice C, above**).

Please contact [Purchasing Intake Portal](#) to initiate a competitive bidding process. Complete this section once the process is finished.

Supplier Name		Total Price
Name of selected supplier:		
Please explain below why this supplier was selected:		

Section 3 – Conflict of Interest Attestation	
As the Requestor (the responsible individual requesting the purchase; for sponsored awards, this would be the PI/Co-PI or documented designee) of this potential purchase, I declare the need for this supplier and attest that: <i>(choose one below)</i>	
<input type="checkbox"/> I <b><u>do not</u></b> (nor does a member of my immediate family or partner): <ul style="list-style-type: none"> <li>have a family relationship or business affiliation with the proposed supplier; or</li> <li>have a financial or other interest, or a tangible personal benefit from, the proposed procurement transaction.</li> </ul>	<input type="checkbox"/> I <b><u>do</u></b> (or a member of my immediate family or partner does): <ul style="list-style-type: none"> <li>have a family relationship or business affiliation with the proposed supplier; or</li> <li>have a financial or other interest, or a tangible personal benefit from, the proposed procurement transaction.</li> </ul>

Section 4 – Information for Services Agreements (“SA”) <u>only</u>		
<b>Section 4(I)</b>  Will the SA be funded by a sponsored award?  <b>Select <u>one</u> (required):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Section 4(II)</b>  If <b>Yes</b> , choose <b><u>ALL</u></b> that apply:  <input type="checkbox"/> SA exceeds \$10,000;  <input type="checkbox"/> Supplier is responsible for the design, conduct, or reporting of the research;  <input type="checkbox"/> Scope of Work involves human and/or animal subjects.	<b>Section 4(III)</b>  If <b>Yes</b> in 4(I) <b>and</b> <b>one or more boxes checked</b> in 4(II), complete the information below:  <b>IRES PT Number:</b> _____  <b>Select appropriate OSP team (<a href="#">Search by Department</a>):</b>  <input type="checkbox"/> GCAT 1 <input type="checkbox"/> GCAT 2 <input type="checkbox"/> GCAT 3 <input type="checkbox"/> GCAT 4 <input type="checkbox"/> GCAT 5
<b>Office of Sponsored Projects Approval – for SA <u>only</u></b> If Section 4(I) is <b>Yes</b> <b>AND</b> one or more conditions in Section 4(II) were selected, the appropriate Office of Sponsored Projects Authorized Official must approve, sign, and date this document. Please forward accordingly.		
<b>Authorized OSP Signature:</b>		<b>Date:</b>
Once OSP approves or rejects this request, OSP returns this form to the Requestor.		

Requestor* Signature	
* The Requestor is the responsible individual requesting the purchase. For sponsored awards, the responsible individual would be the PI/Co-PI or documented designee.	
<b>Certification:</b> By signing and dating below, I certify that I am the individual requesting the purchase described in this form and that the information provided on this form is complete and accurate to the best of my knowledge.	
Requestor Name ( <i>print</i> ):	
Requestor Signature:	<div> Date: </div>