

Requester's Name:

Requisition #:

Date this Form was e-mailed to [Purchasing@luc.edu](mailto:Purchasing@luc.edu):

To comply with University Purchasing Policy, Uniform Guidance and other government regulations, completion of this Purchasing Checklist/Bid Summary Form is required for all purchases \$5,000 or greater with non Pre-Qualified Suppliers\*. When using a Pre-Qualified Supplier\*, however, this Form is only required if the purchase is greater than or equal to \$150,000.

\*Pre-Qualified Suppliers can be found at [https://www.luc.edu/purchasing/pqsupplier\\_directory.shtml](https://www.luc.edu/purchasing/pqsupplier_directory.shtml)

This Form must be sent to the Purchasing Department ([Purchasing@luc.edu](mailto:Purchasing@luc.edu)) along with all supporting documentation upon completion of a requisition. Purchasing cannot begin processing your requisition until all documentation is received.

**Instructions: Answer the questions below:**

Will this order be paid for with FEDERAL GOVERNMENT OR OTHER SPONSORED FUNDS? YES NO

(If yes, Purchasing will need to send to Sponsored Accounting for their approval, which can take up to 5 days.)

If required, has the approved Detailed Capital Budget Request Form been submitted to Purchasing? YES NO

Describe the goods and/or services you are requesting to be procured:

**List the three most competitive quotations received**, and note/mark the supplier you wish to use for this order.

	<u>Supplier Name</u>	<u>Items/Services Price plus any other charges</u>	<u>Shipping Cost &amp; / FOB Point *</u>	<u>Negotiated Total Order Price</u>
1				
2				
3				

**Supplier Selection:** (Ref: *The Code of Federal Regulations--Section 200.320 Methods of Procurement to be followed*)

Check the reason that you chose this supplier. Add required documentation in the box below and reference any attachments.

\*\* Requires supporting documentation

Supplier quoted the lowest price of the bidders. Attach 3 quotes received.\*\*

Supplier's proposal, while not the lowest priced quoted, offered the best overall value to LUC.\*\*

The item is available only from this single source. (Note that buyer will research to confirm.)\*\*

A public emergency doesn't allow time to competitively bid this. \*\* (Note this is usually declared by government.)

The Federal awarding agency or pass-through entity expressly authorizes noncompetitive procurement. \*\*

After solicitation of multiple sources\*\*, competition is deemed inadequate.\*\*

You are required to determine the reasonableness of the price of the item(s) you wish to purchase. For details on each of the methods below, see: [Methods to Determine Price Reasonableness](#)

Ref: Federal policies/laws: 2CFR 215.45 (Cost and Price Analysis) and Public Law 87-653 (Truthful Cost of Pricing Data)

**Method Used to Determine Price Reasonableness** (check selection used, adding explanation in text box below)

\*\* Requires further explanation—include analysis and supporting documentation)

Adequate price competition (Note: check this box if you received 3 quotes for a purchase totaling \$5,000 or greater)

Historical pricing\*\* (Item/service purchased in the past, where the price hasn't risen more than inflation since last purchased)

Supplier's Catalog Pricing or Price List\*\* (Price must be visible to the general public for offered items or services)

Comparable to price sold to federal government\*\* (Price matches that paid by the federal government for item or services)

Award/grant specifically identifies item and price to be used.\*\*

Comparison to in-house estimate\*\* (Determination of what it would cost Loyola to make the item/service internally)

Comparable customer's invoice\*\* (Requires proof the supplier charged a similar customer the same price)

Cost Analysis\*\* (Build-up of the supplier's costs to justify price. Note this is rarely used due to its high degree of difficulty)

**If this purchase will be \$750,000 or greater and a Certificate of Current Cost or Pricing Data is required (FAR 15.406-2):**

If Yes, was it obtained? YES NO

If federal funds are being used for this purchase, and the order will be over \$750,000, 48 CFR 19.702 requires that certain types of small businesses (e.g. disadvantaged, woman-owned, veteran-owned, service-disabled veteran-owned and HUBZone) shall have the maximum practicable opportunity to participate in contract performance.

Were any suppliers with the ownership designations listed below solicited for this purchase? YES NO

Small	Disadvantaged	HUBZone	Women-owned
Veteran-owned	Service Disabled Veteran-owned		

Explain further which small businesses were solicited. If none were solicited, please explain why.

**Submission:**

Name (of person preparing this document):

Department Name:

Department Approver's Name/Signature (Approver cannot be Preparer):

Date Approved: