

**Appendix C:
VENDOR JUSTIFICATION/PRICE VERIFICATION FORM (VJF)**

Date: _____ Vendor: _____

FOAPAL CODE:					
Fund	Org.	Acct	Program	Activity	Location

Purchased with: Federal Funds Cost-Share Funds All Other Fund Types

Hawaii Pacific University requires vendor selection justification and price verification for orders > \$10,000 purchased with Federal funds. All individuals making purchases using Federal funds on behalf of HPU must follow the conflict of interest standards outlined in [Appendix A](#) as well as any other of HPU's existing conflict of interest policies. Purchases made with cost-share funds or journaled onto Federal funds must also meet these requirements. It is a best practice to use this form and follow the requirements listed in [Appendix B](#) of the Procurement Policy for Purchases Using Federal Funds.

All purchases made with Federal funds may be subject to a Federal audit at any time. All such purchases should be made prudently and are subject to fair and reasonable pricing. Internal documentation such as purchase orders, invoices, copies of competitive quotes or proposals, or cost/price analysis should be retained as justification of reasonable pricing for items >\$10,000. A justification for non-competitive bid/sole source selection should also be retained. See the Procurement Policy for Purchases Using Federal Funds for additional information. Note: A subcontract (*including sub-award agreement and contract agreement*) formally negotiated through and signed by OSP/HPU does not require a VJF.

Order Thresholds

Check appropriate boxes, complete required fields and submit this form with supporting documents to OSP.

<input type="checkbox"/>	≤\$10,000 - Vendor Justification Form (VJF) not required. No further requirements. If purchasing supplies or services from the same vendor where the aggregate dollar amount exceeds \$10,000 then use this VJF based on the aggregate dollar amount.
<input type="checkbox"/>	>\$10,000-\$250,000 (Select vendor and bid type below)
<input type="checkbox"/>	<i>Non-competitive purchase/bid:</i> Procurement through solicitation of a proposal from only one source, therefore not allowing vendor & price competition. Indicate bidder in Section A and complete sections B & C.
<input type="checkbox"/>	<i>Competitive purchase/bid:</i> Same items priced differently by several vendors. <i>Minimum of two written quotes/bids required, three preferred.</i> Submit copies of bids/quotations along with this form to OSP. Complete Sections A & C. If only one bid is received, indicate bidder & complete Sections A, B and C
<input type="checkbox"/>	>\$250,000-\$699,999 Purchaser <u>must conduct a formal competitive bid process</u> , obtain a minimum of 2 written bids AND complete Sections A and C. Contact Office of Sponsored Projects for guidance.
<input type="checkbox"/>	≥\$700,000 Contact Office of Sponsored Projects for guidance.

SECTION A – Vendor Quotes

Attach copies of bids/quotations

Competitive Bid: *Minimum of two bids required, three preferred.*

Vendor A: _____ Total Price: _____ Quote Contact: _____ Quote Date: _____

Vendor B: _____ Total Price: _____ Quote Contact: _____ Quote Date: _____

Vendor C: _____ Total Price: _____ Quote Contact: _____ Quote Date: _____

SECTION B – Sole Source/Non-Competitive Bid

Attach Vendor selection documentation

If a noncompetitive purchase/bid check one or more of the following boxes:

- Item or service is available only from a single source.

Provide a brief description and explanation for reason vendor is unique:

- Public emergency procurement will not permit a delay in competitive solicitation.
- After solicitation of a number of sources, competition is determined inadequate.
- The Federal awarding agency or pass-through expressly authorizes noncompetitive proposals (must be documented).
- Continuity of existing research/work.

Provide a brief description:

SECTION C – Selection of Source and Price Reasonableness

Attach Vendor selection documentation

Cost/ Price Analysis Select **one or more** of the following statements to indicate that the bid price was fair and reasonable.

- The quoted prices incorporate discounts not available to the general public & reflect substantial savings (e.g. contract partnership agreements, negotiated pricing, etc.).
- The quoted prices compare favorably to previous prices paid for the same or similar items on Payment Req.: _____
- The quoted prices were reviewed as part of HPU's overall proposal by the federal sponsoring agency & found to be acceptable.
- The vendor has stated that the quoted prices are no greater than those charged to the vendor's most favored customer.
- The price was obtained from a current catalogue or standard printed price list.
- Other (e.g., cost analysis for construction projects).

Please note that this certification is required to ensure compliance with Federal regulations.

1. I certify that neither I, nor my cohabitating partner, nor any member of my immediate family, nor a business with which I or any of these individuals, am/are associated, (i) has a financial or other interest in this vendor or (ii) will derive a monetary gain or other tangible personal benefit as a result of the proposed contract with this vendor.

2. I certify, to the best of my knowledge, no other person associated with this Vendor Justification has a conflict of interest as stated in 1 directly above.

Name (Print) of individual initiating the purchase
if different from PI

Signature

Date

PI Name (Print)

PI Signature

Date

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PLEASE SUBMIT FORM AND ALL APPLICABLE DOCUMENTS TO OFFICE OF SPONSORED PROJECTS (OSP)