

# IEEE SUPPLIER JUSTIFICATION / PRICE VERIFICATION FORM

Organizational Group: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommended Supplier: \_\_\_\_\_ Total Price of Order/Contract Value \_\_\_\_\_

IEEE requires supplier selection justification and price verification for contracts and commodity orders valued at or above \$250,000 in accordance with, "IEEE FOM 8. I. Competitive Bidding"\*. Staff and volunteer subject matter experts shall administer the bidding process and complete the appropriate sections below and base their recommendation on the requirements, past reliability, past performance, and price. Procurement staff shall maintain the authority to escalate any supplier selection and price justification to the Board either directly or by the alternate process. The Bid Information Tab of the Contract Database file must be completed upon contract submission. Call the Procurement Manager at 732-562-5396 with any questions.

**Contracts/Orders Under \$250,000:** Orders at any value should follow a competitive bid process to ensure the IEEE receives the best overall value. Federal grant financed orders may be subject to a federal audit at any time and should be subject to fair and reasonable pricing. Documentation such as contracts, SOWs, quote requests, competitive quotes, proposals and price analysis should be retained as justification of reasonable pricing.

**Contracts/Orders \$250,000 and over:** Supplier recommendation and supplier pricing must be justified. The Procurement Department will review all documents and accuracy of this completed form and make a final decision.

- If the lowest competitive bidder was recommended, then complete Sections A and C.
- If the lowest competitive bidder was NOT recommended, then complete Sections A, B and C.
- If only one supplier was solicited for the requirements, then complete Sections A, B and C.

\* Conference hotel, caterer and convention center contracts are exempt from this requirement however, it is best business practice to follow a competitive bidding process for all contracts/orders at any value.

## SECTION A

**Lowest Competitive Bid** (same item priced differently by several suppliers). Record all written quotations below. Attach copies of quote requests, supplier quotations in electronic contract file for audit purposes.

Supplier A _____	Quote Date _____	Total Price/Total Contract Value* _____
Supplier B _____	Quote Date _____	Total Price/Total Contract Value* _____
Supplier C _____	Quote Date _____	Total Price/Total Contract Value* _____
Supplier D _____	Quote Date _____	Total Price/Total Contract Value* _____

\*Total Contract Value is defined by adding the projected maximum expenditures for the total contract term.

## SECTION B

**If the lowest bidder was not recommended, select ONE:**

**Selected Source** - alternative suppliers exist, but supplier recommendation was based on *technical requirements* (e.g., consistency, precision, reliability, etc.). Explain: \_\_\_\_\_

**Selected Source** - alternative suppliers exist, but supplier recommendation was based on *past performance* of alternative supplier (e.g., poor service level, unavailability of resources/parts, etc). Explain: \_\_\_\_\_

**Selected Source** - alternative suppliers exist, but supplier recommendation was based on *past performance* of selected supplier and contracting with a new supplier would not be cost effective. Explain: \_\_\_\_\_

**Sole Source** (no other company is known to be capable of fully satisfying requirement).

Explain: \_\_\_\_\_  
\_\_\_\_\_

## SECTION C

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

The quoted price incorporates discounts not available to the general public and reflects substantial savings. (e.g., IEEE Preferred Supplier, negotiated pricing, etc.) Explain: \_\_\_\_\_

The quoted price reflects an overall IEEE volume discount (e.g., other IEEE organizational groups are currently using this supplier). Explain: \_\_\_\_\_

The quoted price compares favorably to the other suppliers quoted prices for the same or similar service/items.

Other: \_\_\_\_\_

**Organizational Group Authorization:** (Name of IEEE Staff or Volunteer responsible for the above information)

Name \_\_\_\_\_ Signature (approval by email is acceptable) \_\_\_\_\_

**\*\*\*All documentation must be attached to the electronic contract file upon submission\*\*\***