



GRANT/CONTRACT PURCHASE REQUISITION

For Procurement Services Only -
PO#

Check if new vendor or new location.

***For order with total greater than \$3,000, including shipping, complete
and attach JUSTIFICATION page.

Requestor Name	Requestor E-Mail
Requestor Department	Requestor Phone

Vendor Information	Order Information
Company Name	SHIP TO Department
Street Address	Ship to Contact
City/State/Zip	Street Address
Contact	Building Room #
Phone	City/State/Zip
Fax	BILL TO Department
E-Mail	PO Box City/State/Zip

Account Distribution Info					
Account	Fund	Org	Subclass	Project/Grant	\$ AMOUNT

ORDER SPECIFICATIONS				
QTY	UOM	DESCRIPTION	Unit Price	Extended

Complete for Capital Asset Purchase Only (SMU or Sponsor titled):	This Page Total >
Location (Bldg & Room #) >	Grand Total (all pages) >
If Component, Identify Assembly (tag # or description)>	FO Signature (If required by School) >
Department Name-Making Purchase >	PI Signature >
Custodian/Responsible Party - Name >	Print PI Name >
Department of Custodian/Responsible Party >	Grant & Contract Accounting Approval >

Identify Sponsoring Agency or Organization:	Comments:
Sponsor Name >	
Sponsor Award # >	



GRANT/CONTRACT PURCHASE REQUISITION JUSTIFICATION

1) General. For all procurements. (Excludes employment, expenditures covered by Travel Policy 3.7, expenditures totaling \$3,000 or less, or consulting, subcontract and subrecipient agreements. See related University policies/procedures.)

Yes	No	Is this procurement in compliance with the University's Conflict of Interest Policy and OMB A-110 Section ____ . 42?
Yes	No	Are the specifications for the item selected in accordance with OMB A-110 Section ____ . 43? (Any vendor/contractor involved in the preparation of the specifications must be excluded from bidding. All restrictive elements must be removed from the specifications to ensure maximum competition.)
Yes	No	Did you query your colleagues and/or asset management as to the availability of this item prior to submitting this requisition to prevent duplicate purchases? If no, please explain.
Yes	No	Did you search the SB/SDB List on the Procurement Services web page prior to vendor selection? To do so, go to http://smu.edu/purchasing/ , click on Vendor information, then on Supplier Diversity & finally on Minority and Small Businesses. If NO, please explain below.

2) For Purchases totaling \$3,001 - \$149,999. Cost & Price analysis-check one of the following that indicates why the price is fair and reasonable.

- Competition
- Market Survey Performed
- Source is from an SMU Buying Consortium
- Historical Pricing
- Source is an **SMU Preferred Provider** - see SMU Purchasing List
- Sole Source Statement **AND state why price is fair and reasonable .**

3) For purchases \$150,000 or greater - Items exceeding the simplified acquisition threshold defined in the FAR at 48 CFR 2.101. Attach written vendor quotations, cost analysis & rationale for vendor selection.

The **Principal Investigator** (PI) should select one of the following:

For a **COMPETITIVE SELECTION**, check one and attach with the purchase request being forwarded to Procurement showing justification of price or cost.

- Vendor Quotations (Price)
- Results of Cost Analysis (Cost)

For a **SINGLE OR SOLE SOURCE SELECTION**, complete A & B below. Justification of vendor selection, certify that quotations were obtained, providing rationale for why the best value vendor was selected, and signing this sheet.

A. Justification of price or cost

- Vendor Quotations (Price)
- Results of Cost Analysis (Cost)

B. Justification of vendor selection: What vendor attributes led to its selection (e.g.: service, technical capability). Soliciting or reviewing only one quote requires more detailed analysis than comparing multiple quotes.

4) ISSUES which may require SPONSORING AGENCY PRIOR APPROVAL:

A. If this is general purpose equipment, did you obtain prior approval from the sponsor?

Yes No NA

B. If this is special purpose equipment with a value of \$5,000 or more, did you obtain prior approval from the sponsor? (A lower threshold may be imposed by the Sponsor's agreement.)

Yes No NA

NOTE: All PIs should be aware that a sole source award or an award that was competitively bid with a single bid response and with a value exceeding the small purchase threshold (\$150,000) is subject to prior approval at the discretion of the sponsoring agency in all cases. **Grant/Contract Purchases MUST be routed through Grant & Contract Accounting and University Procurement.**

PI SIGNATURE:		DATE:	
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DEFINITIONS for Price Justification Terms

Buying Consortiums

SMU participates with multiple buying consortiums that are listed on the Purchasing website, <http://.smu.edu/purchasing/>. Look for Supplier Listing and select Buying Consortium for a complete listing. You will find a wide range of supplies and services available. Any firm selected from one of the five buying consortiums will need no further competition. [Contact Terry Conner at x84909 for passwords.](#)

Competition (Attach Copies to Purchase Requisition)

Three or more responsible offerors (suppliers & vendors), competing independently, submit priced offers that are responsive and satisfy our stated requirement(s). We can include consideration for best value procurements where price is a substantial factor. Competition is considered the best way to insure prices are good.

Another Definition: An environment of varying dimensions relating to buy-sell relationships in which the buyer induces, stimulates, or relies on conditions in the marketplace that cause independent sellers to contend confidently for the award of a contract.

Fairness & Reasonableness of Price

A price that is fair to both the buyer & seller, considering the agreed-upon conditions, promised quality, and timeliness of contract performance. Although generally a fair and reasonable price is a function of the law of supply and demand, there are statutory, regulatory and judgmental limits in the concept. Competition is the best way to make sure that the resulting contract price is not rigged in favor of either buyer or seller, and in fact, results from the impartial working of the marketplace.

General Purpose Equipment

Equipment which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles. (OMB A-21, J.18.b(4))

Historical Pricing

Price history, usually the last price paid when we bought an item or service, is used to evaluate a current offer/price. You make the assumption that previous buys were analyzed and justified adequately so you may compare the current price proposed with the price previously accepted. If this is not the case then you need to analyze the basis of the previous pricing, perhaps there was a need to expedite the item or we had to buy in less than normal production quantities. In many cases we use a price index to analyze or track changes in prices received from the initial commercial purchasers of products.

Market Survey

This includes formal market surveys like request for quotes to informal market surveys that consist of reviewing pricing in a published catalog, reading a business publication like the Wall Street Journal which covers general market data, knowledge of trade & user associations that publish useful market indexes or journals, informal telephone quotes, or current knowledge gained from recent purchases of similar items or services that were open to the "market".

SMU Preferred Provider

A listing of firms maintained by SMU Purchasing that includes a range of items like computer supplies, electrical supplies, florists, plumbing supplies, ground supplies, hotels, household goods movers, janitorial & custodial supplies, office supplies, paint supplies, paper, parking, pool supplies, ad specialty, & shipping. Any firm selected from this listing maintained at http://www.smu.edu/procurement/providers_commodity.asp will need no further competition. ***Any other firms not listed are not to be considered Preferred Providers.***

Sole Source

A firm that is characterized as **the one and only source available**, regardless of the marketplace, possessing a unique and singularly available performance capability for the purpose of contract award. Documenting a sole source should include rationale that addresses criticality, uniqueness of the item/service or requisite capabilities required of the vendor/firm, why full & open competition is not possible, impact to your program or effort if the item is not procured from the requested source, and/or exigency.

Special Purpose Equipment

Equipment which is used only for research, medical, scientific, or other technical activities. Examples of special purpose equipment include microscopes, x-ray machines, surgical instruments, and spectrometers. (OMB A-21, J.18.b(3))

Value Analysis/Visual Analysis

Knowledge of the product, its functions, and the use to which it is to be put is essential for value analysis. Use this technique for low priced items and you determine whether the product, as it is now constituted, is the best product in terms of value. Visual analysis is similar & is commonly called eyeballing, using your inspection of an item to come up with an estimate of its probable value. Both value & visual analysis are closely related and should flag unrealistically high prices for common items.

For further explanation of terms, contact Purchasing.