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# Purchasing Decision Documentation

The Purchasing Decision Documentation must be completed for purchases \$25,000 or more and attached to your Requisition. *If sponsored funds are used, it must be completed for purchases of \$10,000 or more.* You will be asked a series of questions that must be answered regarding the type of purchase and process used for making your supplier selection. Once you have completed answering the questions, a Bid Summary or Sole Source Justification Form will be created based on your answers.

- x Bid Summary Form – The product or service needed can be provided by multiple suppliers resulting in the need to acquire multiple bids/quotes.
- x Sole Source Justification Form – The product or service needed can only be provided by a single supplier and the purchase should be exempt from the competitive bid process.

## How to Access the Form

1. The Purchasing Decision Documentation can be accessed from the [PPS website](#) under Policies and Forms. You will be prompted to sign in with your NetID and password, once you select the Purchasing Justification Form link. Note: After you've logged in and if the form format or color looks unusual (i.e., an all white background), clear your web browsers cache, or try using a different browser.

## Completing the Purchasing Decision Documentation

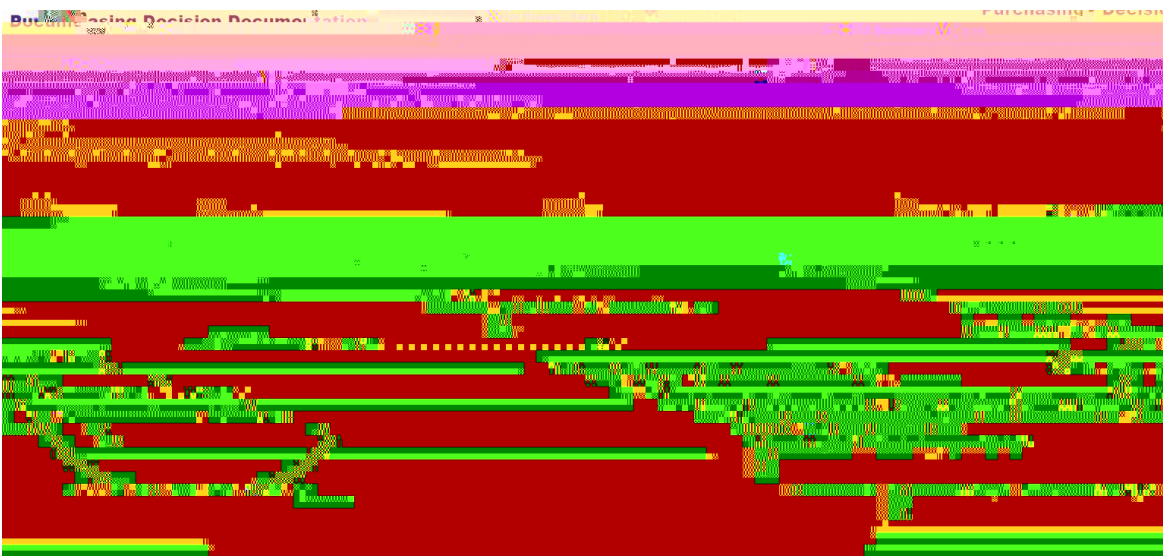
1. Once logged in, you will be required to fill in fields with a red asterisk. All grayed out fields are auto filled and cannot be edited. Please note, if you would like the completed form to be emailed to an additional person besides yourself, you can enter their email address in the field titled '(Optional) Additional Recipient Email'. Only one additional email address can be entered.
2. You will need to answer the required questions under the Uniform Guidance and Procurement Standards section in order to move to the next section on the form. \*\*If you are using sponsored funds and your purchase is \$250,000 or more, Procurement and Payment Services should have been engaged to assist with your purchase. Note: If your purchase falls into this scenario and you did not engage Procurement and Payment Services, you will receive an error

message and not be able to complete the form. To learn more, visit the [Uniform Guidance Page \(Need to Edit\)](#).



### COMPETITIVE BID SCENARIO – MORE THAN ONE BID OBTAINED - BID SUMMARY

1. If you have obtained more than one bid, select 'Yes' for the question asking if you received more than one bid.





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## NON-COMPETITIVE BID SCENARIO–SINGLE BID OBTAINED – SOLE SOURCE JUSTIFICATION

1. If you received one (1) bid and only one supplier can provide the product or service, select 'No' for the question asking if you have more than one bid and select 'Yes' confirming the product or service can only be provided by a single supplier.
  
2. Service/Product Details Section – Enter a detailed description of the product or service and select all applicable primary factors that assisted you in your supplier selection.
  
3. Noncompetitive Purchase Justification – Select all conditions that are relevant as to the reason

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4. Conflict of Interest Section – When completing the Conflict of Interest section, responses should be made according to the individual who selected the supplier. Note that any ‘Yes’ responses will require an explanation to be entered in the comment field.

## SUBMITTING THE FORM