

VENDOR JUSTIFICATION/PRICE VERIFICATION FORM (VJF)

A vendor is a supplier providing goods or services to Harvard.
Harvard uses the term "vendor," "supplier" and "contractor" interchangeably.

Requisition/PO/PR NO (if known): _____ Date: _____ Supplier: _____

TUB AND ORG NAME: _____ ACCT.CODE: _____

Tub	Org.	Obj.	Fund	Activity	Subact.	Root

Purchased with: Federal Funds (100000-199999) Cost-Share Funds All Other Fund Types

Note: A subcontract formally negotiated through and signed by OSP or ORA does not require a VJF.

Harvard University requires vendor/supplier selection justification and price verification for orders > \$50,000 purchased with Federal funds (100000-199999 fund range). Purchases made with cost-share funds or journaled onto Federal funds must also meet these requirements. All individuals making purchases on behalf of Harvard must follow the conflict of interest standards outlined in [Appendix A](#) of the Procurement Policy as well as any other of Harvard's existing conflict of interest policies (see [Procurement Policy Related Resources](#)). Schools and units must attach the completed VJF and back-up documentation in the Accounts Payable System. It is a best practice to use this form and follow the requirements listed in Appendix B of the Procurement Policy for all other fund types. Schools and units may have more restrictive vendor/supplier review requirements; contact your local Procurement or Finance Office for guidance.

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 >\$50,000. A justification for non-competitive bid/sole-source selection should also be retained. See the Procurement Policy and Procure-to-Pay Manual for additional information.

Order Thresholds	
<input type="checkbox"/>	≤\$50,000 - Vendor Justification Form (VJF) not required. No further requirements. If purchasing supplies or services from the same vendor where the aggregate dollar amount exceeds \$50,000 then use this VJF based on the aggregate dollar amount. Check this box if the total purchase using federal or cost-share funds is <\$50,000 OR the individual line item(s) charged to federal or cost-share funds is <\$50,000 (even though the full purchase may be >\$50,000).
<input type="checkbox"/>	>\$50,000-\$250,000 (Select vendor and bid type below)
Purchaser must select appropriate box below and include documentation as noted below.	
<input type="checkbox"/> Non-Competitive/Sole-Source/Single-Source purchase: 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 and C.	
<input type="checkbox"/> Competitive purchase/proposal: Same items priced differently by several vendors. Minimum of two written quotes/proposals required, three preferred. Retain copies of proposals/quotations in department files or upload into B2P & note PR number above for audit purposes. Complete Sections A & C. If only one proposal is received, indicate bidder & complete Sections A, B and C. Quotes may be formal requests for proposal, email correspondence with a vendor/supplier or screen shots of supplier pages showing pricing for the same item.	
<input type="checkbox"/>	>\$250,000-\$699,999 If purchase is not sole-source, Purchaser <u>will conduct a formal competitive proposal process (RFP)</u> , obtain a minimum of 2 written proposals AND complete Sections A and C. Contact your local Finance or Procurement Office and refer to the Procure-to-Pay Manual for guidance. ¹
<input type="checkbox"/>	≥\$700,000 Contact your local Finance or Procurement Office for guidance.

¹ In some cases, a sole- or single-source supplier may be allowable at the >\$250,000 threshold; however, a cost analysis may be required. Purchasers must complete sections A, B, and C if non-competitive bid (sole or single source supplier).

SECTION A – Vendor Quotes

Competitive Proposal: *Minimum of two proposals required, three preferred.*

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

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

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

SECTION B – Non-Competitive/Sole-Source/Single-Source Proposals

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

Item or service is available only from a single source.

Supply a brief description and explanation for reason vendor is unique (see [VJF sample language](#)):

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.

Supply a brief description (see [VJF sample language](#)):

SECTION C – Selection of Source and Price Reasonableness

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. Preferred Vendor or 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 compare favorably to Harvard internal estimates (e.g. HUIT, UOS, etc.) for similar items.

The quoted prices were reviewed as part of Harvard's overall proposal by the federal sponsoring agency & found to be acceptable.

The contractor has stated that the quoted prices are no greater than those charged to the contractor'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).

Department Authorization (Signature of the department buyer who initiated the purchase):

Signature _____ Date: _____ Email Address: _____

Name (please print): _____ Telephone Number: _____

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