



Documentation of Competition

For informal procurements (small purchase) between \$25,000.01 - \$250,000.00*
*(\$25,000.01 - \$150,000 for Federal Contract Awards)

Attach this form and other supporting documentation to a BennyBuy Purchase Request Form for Procurement review and approval. Procurement may request additional documentation to verify open and equal competition.

Contact Person:	
Phone:	
Department:	

Date:	
Brief Description:	
Selected Supplier:	

ATTACH the following:

- Specifications/scope of work
- Relevant communications with all suppliers (e.g. supplier invitation to quote/propose, supplier questions/responses, etc.)
- Quotes, responses, and/or website prices

ATTACH ONLY if applicable:

- Contract needing review and signature
- Federally Funded Purchase Checklist (see question 1)

ANSWER the following:

1. Is federal funding involved, or will federal funding be involved in the future? Yes No
If yes, what type of agreement exists between OSU and the federal awarding agency?
 Grant Cooperative Agreement Contract

2. Method of communication with suppliers (ex. email, phone conversation, website, in-person, etc.):

3. After receiving the supplier's responses, did you have discussions with any supplier that changed the original specifications/scope of work or price? Yes No
4. Are any of the individuals who participated in the selection or administration of the resulting contract related to, or a member of the household of the selected supplier, or have a financial interest in the company? Yes No
5. Supplier selection was based on (**CHECK ONE**):
 Price Only (e.g. **Quotes**) Multiple Criteria (e.g. **Proposal Request Form**)
6. What was the criteria used for evaluation and how did you apply it to all suppliers (include additional sheets, if needed)?