DATE:

TO:

FROM: Procurement Services Department

SUBJECT: "Recommended or Requested Choice for Selection of Source"

Because of the increasing audit reviews by the Federal Government, we have had to establish a new College policy for procurement.

Supporting documentation must be submitted with the Purchase Requisition to Procurement Services. The policy is as follows:

A) Competitive bids must be received for all purchase orders that exceed $5000.

B) Sole source recommendation for a Purchase Requisition that is expected to exceed $5000 must be justified by the originator of the Purchase Requisition and approved by Procurement Services. Sole source in this context does not only justify selection of a vendor, but may also mean justifying the selection of the manufacturer of the product or a contractor to perform a service. For example, if the vendor is the manufacturer, justification is needed to explain why this particular manufacturer was chosen over another similar unit by another manufacturer. Also, a selection of a sole source contractor will need justification. All justifications should include why the unit or contracted service requested is superior to other vendors or contractors.

C) Before acquiring any item of equipment costing $5,000 thru $49,999.99, the originator of the Purchase Requisition and the Chairperson or Director of the Department must determine whether such equipment is already reasonably available within the department. Only if no other like equipment is reasonably available for use, is this equipment to be purchased.

D) Before acquiring any item of equipment costing $50,000 or more, COLLEGE WIDE pre-screening is required prior to purchase. Only if the item or equipment is not reasonably available, is it to be purchased.

The signatures, of both the originator and the Chairperson or Director of the Department, on a Purchase Requisition for equipment will be considered to be a certification that the above screening (C & D) has transpired.

The form "Dartmouth College Sole Source/Price Reasonableness Justification" (see attached) should be attached to all Purchase Requisitions expected to exceed $5000. Requisitions not meeting the above policies will not be processed as Purchase Orders until the quotation and sole source justification requirements have been completed.

We will require the above information to be forwarded with the Purchase Requisition for all future orders that exceed $5000.

If further information is required, please call Ext. 646-2811.