



**VENDOR SELECTION FORM**

In order to provide open and free competition and to obtain the maximum value for each dollar expended, Montgomery County Community College has a policy requiring competitive quotes for purchases over \$5,000\*. This completed form must be submitted to the Procurement Office with your Requisition as justification for exceptional circumstances \*Procurement of goods and services exceeding \$20,000 (construction) and \$25,000 (non-construction) require competitive, sealed bidding.

**I. Selected Vendor** \_\_\_\_\_

**II. Selection Validation (select one)**

- Selected with quotes on the basis of criteria other than cost**  
Example: feasibility; availability, or quality.

In the table below, please provide quote information relating to the requested service or product. Copies of these **quotes with the complete form should reference a Purchase Request.**

Vendor	Quote#	Quote Date	Total (\$)

- Selected without competitive quotes** - A selected source is applicable when other vendors exist in the marketplace, however, a vendor is selected without competitive quotes based upon:

**Sole Source**

- The equipment can be obtained from only one person or firm (sole source of supply)
- Competition is precluded because of the existence of patent rights, copyright, or similar circumstances

**Single Source**

- Goods, equipment or services needed at once because of an emergency
- Professional services
- Impossible to draft adequate specifications or any other adequately detailed description of the required supplies or service
- Components being procured in support of equipment specially designed by the manufacturer
- Technical services in connection with the assembly, installation, or servicing or the instruction of personnel therein of equipment of a highly technical or specialized nature
- Labor and material required for providing immediate accommodation in support of the installation of new equipment/systems which can be accomplished by a vendor already on site; and not practical to allow another vendor to work on the same site or impractical for another vendor to mobilize and demobilize
- Goods or services from College Contract Suppliers or from State Contracts and/or Educational Procurement Cooperatives approved by the Board of Trustees.
- Contracts involving policies of insurance, surety company bonds, contracts with internet access companies, contracts with public utility services or telephone companies under tariffs on file with the Public Utility Commission, contracts made with another political subdivision of the Commonwealth of Pennsylvania, the federal government and any agency of the Commonwealth of Pennsylvania or any municipality authority
- Contracts for education films, film strips, prepared transparencies and slides, prerecorded magnetic tapes and disc recordings, textbooks, prepared kits, models, projectiles, teacher demonstration devices necessary for College use, and library books and materials.
- Integral equipment repair parts, accessories or equipment that must be compatible with existing

equipment or fixtures.

- Software or software support that must be compatible with existing software or for which it would be impractical or excessively costly for another vendor to provide the software or software support.
- Other: \_\_\_\_\_

**III. Determination of Reasonable Price:** *Select the statement below that best reflects how the pricing is justified.*

- Price comparison (Provide a copy of the source):
  - Reasonable price as compared with like or similar items purchased previously through Purchasing.
  - Reasonable price as compared with like or similar items available in a catalog, website, or advertisement.
- Rate / cost negotiated with an approved vendor per an existing contract or agreement:  
Provide date of the agreement/contract and contract number. \_\_\_\_\_
- Other: Provide an explanation. \_\_\_\_\_

\_\_\_\_\_  
Requestor's Printed /Typed Name Date

\_\_\_\_\_  
Requestor's Signature and Date

\_\_\_\_\_  
Procurement Office Approval