

COST QUOTATION SUMMARY FORM

Proposal #: _____ or Grant # (44 fund): _____

Background and Instructions: This form accompanies the policy *Purchases of Goods and Services with Federal Funds* and documents procurement histories for small purchases. Any uncertainty regarding appropriate documentation for this purchase should be directed to your SPA Grants and Contracts Associate.

Attach this form, along with your vendor quotes to your Purchase Requisition. Quotes must include the following information:

- ✓ Date and time of quote
- ✓ Vendor name
- ✓ Vendor contact
- ✓ Quote amount
- ✓ Quotation period (period for which the quote is valid)
- ✓ Description of goods and services

If verbal quotes were obtained or the quote lacks sufficient information (e.g. quote amount, quotation period), complete and attach a Vendor Log to the Purchase Requisition. Vendor log is available on the SPA website under Resources/SPA Forms.

Procurement History

Did you obtain two (2) or more quotes?	Yes	No
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If **NO**: Please indicate why only one quote was obtained:

Exclusivity: Item is only available from a single source
Emergency or scheduling requirement (please explain below)
Other (please explain below)

If YES: Are you selecting the lowest cost vendor?	Yes	No
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- If yes, STOP. *No additional information needed.*
- If no, please indicate why you are not selecting the lowest cost vendor.

Processing time
Compatibility: Research or programmatic consistency
Personal knowledge of item being purchased
Other (please explain below)

As Principal Investigator, I certify that the information provided herein is accurate and that the purchase has been managed according to the Purchases of Goods and Services Using Federal Funds policy.

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Please use the space below for additional justification:

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Definitions

Exclusivity: Vendor is the only one capable of providing specified product or service (e.g. unique part for a device or maintenance).

Emergency or schedule requirement: Failure of a device/device part, unusable device/device part, and/or incompatible device/part required an immediate purchase to avoid loss of data, research results, programmatic delays or harm to program participants.

Processing time Vendor turnaround time to produce the good or service facilitates research and programmatic timelines required under the award.

Compatibility: The item purchased must be integrated into an existing device, experiment or research effort, or instructional sequence.

Personal knowledge: The singular best purchase option based on program circumstances and needs as well as the Principal Investigator's direct knowledge of the goods or services offered.