



**LC Purchasing Office
Vendor Selection Justification Form**

Department: _____

Department Head: _____

Requisition #: _____

This form is required to justify the selection of a vendor that is not the lowest bidder but is considered the best value by the department. (For requisitions that are more than \$10,000.01 and above)

Summary of written quote information: (List the three most competitive quotes received)

Vendor Name	Quote Date	Total delivered price quoted	Comments

Name of Selected Vendor:	
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Please explain below the selection of the vendor and why the lowest bidder was not chosen (For example, alternative vendors exist, but vendor selection was based on a) *technical* requirements (e.g. precision, reliability, etc.) or b) *past performance* of alternative vendors (poor service level, unavailability of parts, etc.).

Department Head Signature _____ **Date** _____

Administrative Approval Signature _____ **Date** _____

Purchasing Director Signature _____ **Date** _____