

**Sponsored Funds (FAO = GR)**  
**Supplier Price Justification and Conflict Information (SSPJCI) Form**  
**Required for UR, URMC and HH Purchases**

Date		Req#		Vendor		Requested by		Phone	
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Is this purchase to be paid, in whole or in part, by a sponsored project involving federal funds (either direct or pass-through)?  
 Yes                      No

If you answer no, your transaction is exempt from the remainder of this form. The UR's Supplier Price Justification and Conflict information Form (SPJCI) is still relevant and must be considered and completed as applicable. (Keep this first page and signatures on file).

**Financial Administrator Certification that the information provided is correct.** By signing I affirm this is a non-federal fund sponsored purchase. Please print and sign before sending

Name	Title	Signature	Date

Department must submit a completed SSPJCI Form for all sponsored fund purchases (FAO = GR); if the total is \$10,000, or greater. This form must be submitted with each 312 Requisition or Payment Request Form for equipment, supplies, and/ or services to communicate and document the reason for recommending a supplier where:

1. No competitive bid was used
2. Competitive bidding was used and a supplier other than the lowest bidder is recommended
3. Whenever a perceived or actual Conflict of Interest per the University's Policies exists.

Complete all applicable sections, sign and attach all supporting documentation (proposed contract, all quotes, analyses, etc). Provide full explanation, complete description and/or list all relevant reasons where space has been provided. The rationale must be clear and convincing, avoiding generalities. **Incomplete forms or forms lacking sufficient detail cannot be approved and will be returned possibly delaying issuance of a purchase order.**

**Note:** Departments are responsible for retention of all justification and supporting documentation needed to support a compliance audit for all Purchases, whether the purchases are internal and/or direct made via Contract, Requisition, Request for Payment, SOLO, P-Card, Petty Cash, etc.

**SECTION A - Written Quotes, Proposals, and Competitive Bids - Purchases >= \$250,000**

**Note: For purchases between \$10,000 - \$249,999 multiple written quotes are required but Section A is not required**

**Competitive Bids - Purchases >= \$250,000 require multiple written formalized bids through a competitive proposal process and require a cost price analysis be performed in conjunction with the bid review process.**  
 (same item quote by multiple suppliers): Attach bids/quotes/proposals to this form. Record below.

		Total/Quoted Price	Quote Attached?			Small Business?		
1		\$		Y	N		Y	N
2		\$		Y	N		Y	N
3		\$		Y	N		Y	N

**University or Hospital Contracted Standard Supplier?**

Name	Quoted Price		Y	N

## Sponsored Funds (FAO = GR)

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<b>SECTION B – Non-Competitive/Low Bid Not Selected – Required for all Purchases &gt;= \$10,000</b>									
<i>(Select one and explain)</i>									
Vendor Name:				Description of Product / Service:					
<input type="checkbox"/> Non-Competitive (no other company with known capability, proprietary or patented product/service)									
<input type="checkbox"/> The item or service is only available from a single source.									
<input type="checkbox"/> A public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation									
<input type="checkbox"/> The Federal awarding agency or pass-through entity expressly authorizes non-competitive proposals in response to a written request or as identified in the project proposal									
<input type="checkbox"/> After solicitation a number of sources, competition is determined inadequate									
<input type="checkbox"/> <b>Low Bid Not Selected:</b> (multiple quotes obtained but lowest bid was not selected for the following reasons: Technical requirements precision, tooling, reliability, etc., ability to maintain research continuity, past performance of alternative suppliers (poor performance, service, unavailability of parts, etc.). Identify other sources considered and basis for rejection (continue on back as necessary)									
<p><b>Please select the reason for recommending the above named supplier:</b></p>									
<input type="checkbox"/> The requested product is an integral part or accessory to existing equipment.									
<input type="checkbox"/> The service requested is for existing equipment, which can only be completed by the original manufacturer, or a manufacturer’s designated service provider.									
<input type="checkbox"/> The requested product or service has a unique design, performance, and/or quality specifications that are essential to a particular research protocol or teaching needs and are not available in comparable products.									
<input type="checkbox"/> The requested product or service is essential in maintaining research continuity in the following manners (check all that apply)									
<input type="checkbox"/> Requested product is being used in continuing research experiments									
<input type="checkbox"/> For comparability of research results, the same product is required									
<input type="checkbox"/> This good/service has been identified an approved in this research grant contract									
<input type="checkbox"/> The requested service requires a supplier that can demonstrate unique skills or experience									
<input type="checkbox"/> Emergency – The goods or services are needed to correct or prevent an emergency health, environmental or safety hazard, special or time sensitive events; and/or emergency repair or replacement of existing equipment essential for daily operations									

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<b>SECTION C – Cost/Price Analysis – Required for All Purchases &gt; = \$10,000</b>										
<i>(Select all below that support determination that this purchase is fair and reasonable)</i>										
<input type="checkbox"/>	Competitive Bids									
<input type="checkbox"/>	Contract prices reflecting savings that are not available to the general public (University-Wide, GPO, GSA, NYS or E&I).									
	Please Specify <input style="width: 300px;" type="text"/>									
<input type="checkbox"/>	Price obtained from a current catalog or published price list.					Please specify		<input style="width: 150px;" type="text"/>		
<input type="checkbox"/>	Compare favorably to previous prices paid for the same or similar items on PO#						<input style="width: 80px;" type="text"/>	Dated		<input style="width: 80px;" type="text"/>
<input type="checkbox"/>	Quotes prices compare more favorably than in-house (University IT, ISD, Copy Center, Facilities) or national benchmarks (i.e. ECRI)									
<input type="checkbox"/>	Independent Estimate > \$249,999			<input style="width: 100px;" type="text"/>		(Include summary of independent estimates and supporting documentation of cost/price).				
<b>SECTION D – Required for all Purchases &gt; = \$10,000</b>										
<b>Conflict of Interest Information – per University Conflict of Interest Policy.</b>										
<input type="checkbox"/>	No Conflict of Interest Exists (if checked, continue to Section E)									
Name of University affiliated individual with Conflict of Interest:					<input style="width: 150px;" type="text"/>		Title			<input style="width: 100px;" type="text"/>
In addition to the information set forth in Sections A, B, and C above, check all brackets describing the process utilized to manage the Conflict of Interest:										
<input type="checkbox"/>	The individual was excluded from all discussions and decision-making									
<input type="checkbox"/>	The individual was involved (e.g. in discussions) but did not participate in the decision									
<input type="checkbox"/>	The recommendation or decision was made by the individuals' supervisor									
<input type="checkbox"/>	The recommendation or decision was made by internal individuals with appropriate expertise									
<input type="checkbox"/>	An external expert recommended the purchase									
<input type="checkbox"/>	Other management strategies and reasons (describe):									
<b>IF A CONFLICT OF INTEREST EXISTS, THE UNIVERSITY'S SENIOR VICE PRESIDENT OF ADMINISTRATION AND FINANCE, OR HIS OR HER DESIGNEE, MUST APPROVE THE PURCHASE.</b>										
<input type="checkbox"/>	APPROVED		<input type="checkbox"/>	DISAPPROVED ON BEHALF OF SR VP OF ADMINISTRATION AND FINANCE						
<b>By:</b>										
<b>Title:</b> Associate Vice President of Purchasing and Supply Chain							<b>Date:</b>			

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**Section E - Minority and Small Business Information - Required for all Purchases > = \$10,000**

Size Category	Number Solicited	Reason Not Solicited	Reason Not Selected
Other-Than-Small Business		XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Small Businesses (including ANC's and Indian Tribes)			
Small Disadvantaged Businesses (including ANCs and Indian Tribes)			
Woman-Owned Small Businesses			
HubZone Small Businesses			
Veteran-Owned Small Businesses			
Service-Disabled Veteran-Owned Small Businesses			
Minority Owned Business			

**Instructions for completing above table:**

- ✓ Write the number of suppliers solicited from each category in the second column (*even if zero*).
- ✓ For all categories not solicited, explain why in the second column using key 1-6 below.
- ✓ For the categories solicited but not selected, put the reason in the fourth column using the key A-F below.

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Government/Customer Directed Sources</li> <li>2. Follow-up work to previous P.O./contract (awarded to same supplier)</li> <li>3. Company-wide Purchasing Agreement exists for this product/service</li> <li>4. Sole Source (only approved supplier, proprietary item)</li> <li>5. No known Small Businesses (checked Central Contractor Registration Dynamic Small Business Search <a href="http://www.ccr.gov">www.ccr.gov</a> &amp; other sources)</li> <li>6. Category not solicited for another reason (explain below)</li> </ol> | <ol style="list-style-type: none"> <li>A. Company did not offer the lowest price</li> <li>B. Company was found to be not qualified (<i>explain below</i>)</li> <li>C. Company was not the best offer for reasons other than price (<i>explain below</i>)</li> <li>D. Company did not respond to the solicitation</li> <li>E. Company stated it was not interested in the work</li> <li>F. Other – Explanation Required (<i>explain below</i>)</li> </ol> |
|---|--|

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<p><b><i>Department Administrative Authorization/Certification (Principal Investigator and or delegate and Sponsored Research / Financial Administrator) that the information provided is correct. By signing, I confirm that I am aware of University of Rochester's Competitive bid requirements in support of Federal guidelines the need to consider small and/or minority businesses for procurement transactions.</i></b></p> <p><b><i>Please print and sign before sending</i></b></p>									
Name ( <i>print</i> )			Title & Signature				Date		
Name ( <i>print</i> )			Title & Signature				Date		

<b>FOR PURCHASING USE ONLY</b>
Purchasing Manager / PA Reviewed
Senior Manager Reviewed
VP / Assistant Director Reviewed