



**Supplier Selection and Cost Justification**  
**This form MUST be Attached to a Requisition**

**Office of Sponsored Projects**  
 www.csusm.edu/corp/sponsoredprojects  
 sponsoredprojects@csusm.edu  
 760-750-4700

**This form is required for all purchases \$50,000 to \$149,999 that are not Sole Source/Sole Brand purchases. This form must be completed and attached to the requisition including any required supporting documentation.**

The purpose of this form is to document the reasons for selecting the supplier and why the cost is reasonable.

Contact the Office of Sponsored Projects sponsoredprojects@csusm.edu with questions.

**GENERAL INFORMATION SUPPLIER INFORMATION**

Project #:	85_____	Supplier Name:	
Requisition #:		Contact Name:	
Procurement Type:	Independent Contractor Services      Equipment Supplies      Lease	Email/Phone:	

**PROCUREMENT METHOD**

<i>\$50,000 - \$149,999</i>	<i>\$150,000 or greater</i>
Attach at least two (2) informal quotes to requisition. Quotes may be obtained from published pricing online or in a catalog. Additional formats include written or emailed.	Requires a Request for Proposal (RFP) or Request for Quotation (RFQ) be issued. Alternatively, a system-wide or publicaly bid contract or sole source may be used.

**SUPPLIER SELECTION (Reason for choosing Supplier)**

Best Value  
 Has a CSUSM Master Contract (Contract No. \_\_\_\_\_)  
 Other: Please Explain in box below

**PI CERTIFICATION**

By signing this form I, the Project Investigator/Project Director certify that all the information is truthful and accurate. I certify that, to the best of my knowledge, neither the principals, directors, owners, employees nor business associates (including respective family members) of the vendor selected are employees of CSUSM and/or CSUSM Corporation.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Principal Investigator) (Principal Investigator)

**CSUSM CORPORATION USE ONLY**

Reviewed

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Executive Director or Designee)