

# Supplier Selection Memo (SSM)

For University Funds and Non-Federal Sponsored Research Procurements  
*(Save and Open this document in Adobe Acrobat before filling it out to avoid loss of data)*

In order to document the decision process behind procurement actions, please provide the following information on procurements over \$25,000 where the sourcing and selection of Supplier was not handled by Procurement. See the [Procurement Matrix](#) for further details on the documentation required to complete the purchase. For federal funds, please use Justification and Approval (J&A) form, found [here](#).

Requisition #	Selected Vendor Name & Contact Info (email required...)	Value of Award from this Action \$:
Requesting Department:	Requestor Name:	Requestor Telephone:
		Requestor Email:
If this is for sponsored funds, please provide sponsor name & PTA#:		
List vendor(s) Contacted: (please attach additional sheet(s) if space is needed)	Offer (\$) amount:	Provide copies of the bids/proposals received as attachments to the requisition. Include any agreements/contracts that resulted from the solicitation. Per the <a href="#">Procurement Matrix</a> , 3 written quotes are required
1. _____	_____	
2. _____	_____	
3. _____	_____	
4. _____	_____	
5. _____	_____	
Award recommended to low bidder/proposer?	Yes: _____ or No: _____ <i>(if yes, please provide justification memo for other than lowest bidder below)</i>	
If an RFP was issued, please provide the names of the members of the evaluation committee and the final ranking of all proposals received.		

## Justification Memo for Other than Lowest Bidder Award

Describe your reason for choosing the source selected, price and non-price related factors (past performance, technical skills, price, reputation, and expertise...). If additional space is needed, please attach additional sheet(s).

## Justification Memo for Sole/Single Source

State the reason(s) for recommending single/sole source. Provide any pertinent facts to support your decision (unique qualifications or other rationale for restricting competition that lead to sole source). Attach additional sheet if needed

Procurement reserves the right to competitively bid, negotiate, solicit additional information related to this procurement activity in order to meet university procurement policy.

**Print name/person responsible for the sourcing:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature /person responsible for the sourcing:** \_\_\_\_\_

**Print name/Financial Director (Required at \$150,000):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature/Financial Director (Required at \$150,000):** \_\_\_\_\_

*\*Electronic signature is recommended*

**GW Procurement Buyer/Contract Specialist Name & Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_