

# Supplier Selection Memo (SSM)

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

This form is to be used for acquisitions using federal **grant** funds greater than \$10,000, non-federal private sponsored research funds or university funds greater than \$25,000 when competition is not sought or handled by the GW Procurement Department (as referenced in [The Procurement Matrix](#)) or when other than lowest bidder has been selected after bids solicitation. For federal **contract** funds, use the Justification and Approval (J&A) form, found [here](#).

Requisition #	Selected Vendor Name & Contact Info (email required...)	Value of Award from this Action: \$
Funding Source <i>(Federal or non-federal)</i> :	Person Responsible for Supplier Selection (full name & title):	Requestor Phone: 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 in EAS. Include any agreements/contracts that resulted from the solicitation. Per the <a href="#">Procurement Guideline Matrix</a> , 3 written quotes are required.
1.		
2.		
3.		
4.		
5.		
Award recommended to low bidder/proposer?	Yes: ____   No: ____	<i>(if no, please provide justification memo for other than lowest bidder award 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 reasons for choosing the source selected, price and non-price related factors (past performance, technical skills, price, reputation, and expertise...). Attach additional sheet if needed. *Submit all documents with your requisition in EAS!*

## Justification Memo for Sole/Single Source –See Acceptable Justifications List

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 –must be verifiable). Attach additional sheet if needed.

Procurement reserves the right to competitively bid, negotiate, and 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*

Note: Incomplete information will require greater investigation by Procurement and may delay request processing time.

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