

Procurement Orders Over \$3,000 Policy

(Orig. 11/12/11)

Effective November 28, 2011, any purchase request over \$3,000 must have a justification which includes:

- An explanation of need
- Why the specific vendor was chosen along
- Quotes from the specific vendor and 2 other competitive quotes.

This acquisition documentation is required by the Federal Acquisition Regulation (FAR) which governs the procurement process. The 3 competitive quotes provide the necessary documentation that a market search has been done to compare the item being purchased amongst vendors to assure the best value and price reasonableness. **The purchasing agent (PA) is also required to have this information in their procurement file.**

The 3 competitive quotes should be provided by the requester as they have the scientific knowledge and ability to be able to compare the quotes and make a determination on the best value item for the labs' needs. These quotes should be attached to the request made via the Purchasing On-Line Tracking System (POTS).

Sole Source justifications should be used rarely and still must include fact-based documentation of a market search comparison which should contain competitive quotes.

Sample Justifications:

#1

We are requesting a Fisher Scientific microscope which will give us the ability monitor cell growth and visualize the cell status. The quote from Fisher is \$24,982. We have performed a market search and have found similar microscopes at Nikon for \$24,229 and All Business Machines for \$23,600. All quotes are attached. However, neither of those microscopes can provide the adjustable intensity LED which is a necessary feature in order to complete our research project. Fisher Scientific is the best value for our labs' needs.

#2

The requested incubator will be used for rearing Drosophila. In particular, it provides temperature control and light/dark cycle required for growing Drosophila.

Percival Model I-66VL was chosen for its high capacity (62 ft³) and light/dark cycle control with a quote of \$12,375. We carried out market research and identified two other vendors, however, the Percival model has 3 times the capacity and not all of the incubators products are equipped with the essential light/dark cycle control: (1) Superfly Incubator (#59-197) from Genesee (\$8,627.25): small capacity (37"x37"x88", external) and lack built-in light/dark cycle

control. (2) MIR-554 Drosophila incubator from Sanyo (\$10,806.15) with smallest capacity (14.3 Ft³) but with full light/dark cycle control. We were not able to find any other vendors who could provide the capacity needed and the light/dark cycle control. All quotes are attached.

#3

We are requesting the purchase of an Agilent SureSelect Human All Exon Capture Library. In order to maintain the scientific continuity of the experiment, we are requesting Agilent be the sole provider for this purchase. We have already produced multiple data sets using this system (see previous POTS #11-000XX This research project is part of the whole exome sequencing of autistic patients as cited in our annual report #HD001234-01. In order to be able to analyze all the data sets together, all the data must be generated from one system. Changing the variables at this time could prevent correct interpretation of the experiment in progress. The total purchase price for this library is \$9959. Comparison with other vendors who could provide a similar library are Seqwright for \$10,128 and LC Sciences for \$9,285.