



Procurement and Contractor Selection Justification Form

Purpose:

This form must be completed for each contractor or vendor selected using grant funds. It documents the procurement process and ensures compliance with applicable [State](#) and [Federal](#) procurement standards ([2 CFR 200.317–200.326](#)).

SECTION 1

General Information

Subrecipient / Organization Name:

Project Title / Grant Number:

Contact Person:

Phone / Email:

Date of Contractor Selection:

SECTION 2 – Contractor Information

- Selected Contractor / Vendor Name
- Contract Amount: \$
- Description of Services / Work to Be Performed:

SECTION 3 – Procurement Method

Check one:

- ☐ Small purchase (< \$25,000) – Price considered reasonable. No competitive quotes required.
- ☐ Intermediate Purchase (\$25,000–\$250,000, IT purchases are \$150,000) – **Three** quotes or bids obtained.
- ☐ Competitive Bid (> \$250,000) – Formal solicitation and sealed bids.
- ☐ Sole Source / Non-competitive Procurement – See Section 4 for justification.

SECTION 4 – Summary of Bids / Quotes (Attach copies of all quotes, bids, or proposals)

SECTION 5 – Contractor Selection Justification

Briefly explain why the selected contractor was chosen (e.g., best value, experience, qualifications, location, delivery time, etc.):

SECTION 6 – Sole Source Justification (if applicable) ([ORS279B](#))

Complete only if three bids were not obtained or a non-competitive process was used.

- ☐ Only one known source available
- ☐ Emergency or time-sensitive situation
- ☐ Continuity with existing systems/services
- ☐ Other (explain):

Explanation:

SECTION 7 – Certification

I certify that the procurement and contractor selection process followed all applicable federal, state, and local procurement requirements and represents the best value for grant funds.

Prepared by:

Title:

Date:

Signature: