CSUSM Corporation

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 $349,999 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

Project #:	85____
Requisition #:	
Procurement Type:	☐ Independent Contractor ☐ Equipment ☐ Services ☐ Supplies ☐ Lease

SUPPLIER INFORMATION

Supplier Name:	
Contact Name:	
Email/Phone:	

PROCUREMENT METHOD

☐ *$50,000 - $349,999*	☐ *$350,000 or greater*
Attach at least three (3) 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: _____ (Principal Investigator) Signature: _____ (Principal Investigator) Date: _____

CSUSM CORPORATION USE ONLY

☐ Reviewed

Printed Name: _____ (Executive Director or Designee) Signature: _____ Date: _____

Revised: 10/29/2026