

# Competition Summary Worksheet

All requisitions valued at \$10,000 and above will require the completion of a Competition Summary as part of the requisition process. This Competition Summary worksheet will help you organize your responses prior to entering your requisition. Below is the information you will need to provide as you complete the Competition Summary within your requisition.

1. Were competitive bids obtained from three or more suppliers for this purchase?
  - If you answer **Yes**, you will be asked to attach the competitive bids to the requisition, and the Competition Summary is complete.
  - If you answer **No**, you will be directed to question 2.
2. Will this purchase today or at some future date be funded by a federal source?
  - If you answer **Yes**, you will be asked to select all that apply from the following list:

The purchase is less than \$250,000 and a preferred supplier from the Prime Marketplace was selected. *List any other suppliers that were considered.*

Only one supplier has the ability to provide this good or service at the level of quality or performance needed or in the timeframe required. *Describe the factors which make this supplier unique.*

After soliciting multiple sources, competition has been determined inadequate. *Describe the supplier, process, and criteria used.*

A Federal agency or pass-thru entity has provided written authorization to remove the requirement for competitive bidding. *Please attach the written authorization to the requisition.*

- If you answer **No**, you will be asked to select all that apply from the following list:

The purchase is less than \$250,000 and a preferred supplier from the Prime Marketplace was selected. *List any other suppliers that were considered.*

Only one supplier has the ability to provide this good or service at the level of quality or performance needed or in the timeframe required. *Describe the factors which make this supplier unique.*

After soliciting multiple sources, competition has been determined inadequate. *Describe the supplier, process, and criteria used.*

A Federal agency or pass-thru entity has provided written authorization to remove the requirement for competitive bidding. *Please attach the written authorization to the requisition.*

A pre-existing contract was in place with this supplier to provide the good or service. *Enter the contract number or contact Procurement to obtain.*

An urgent, unplanned need for this purchase won't allow the time for obtaining alternate quotes or bids. *Describe the issues causing this need and potential impact.*

The department head has authorized this purchase without competitive bidding. *Please list the department head.*

Once question 2 is answered, the Competition Summary is complete.