

## 2.109 Source Evaluation and Award

### I. Award of Purchase Order or Contract

An award of a purchase order or contract may be made only to responsible vendors possessing the ability to successfully perform under the terms and conditions of the quotation. When determining whether a vendor is responsible, consideration should be given to such matters as vendor integrity, compliance with public policy, record of past performance, and financial and technical resources. These factors should be clearly stated in the solicitation.

An award of a purchase order may be made to a vendor if the price is determined to be fair and reasonable and the basis for the selection is documented. Quotations shall be evaluated and an award of a purchase order or contract made to the vendor submitting the lowest responsive and responsible quotation.

- A. For solicitations where discretion is used to select the vendors invited to submit a quote, the [Attachment 1 Determination of Cost or Price Reasonableness](#) form must be completed if either (a) fewer than three (3) quotations are received, or (b) the lowest quoted vendor is not selected (i.e., because the lowest quoted vendor is either not responsible or not responsive).
- B. For solicitations that are publicly posted in such a way that the solicitor does not control who responds, the [Attachment 1 Determination of Cost or Price Reasonableness](#) form must be completed if either (a) only one (1) quote is received or (b) the lowest quoted vendor is not selected.

### II. Relevant Document

[Attachment 1 Determination of Cost or Price Reasonableness](#)

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