

**THIS COMPLETED FORM MUST BE SUBMITTED WITH AN  
RU MARKETPLACE REQUISITION AS AN **INTERNAL ATTACHMENT****

## **PART I: PRELIMINARY QUESTIONS**

*Select a response for each question below which will assist units in assuring that the proper preliminary checks were taken prior to submitting this form.*

**University Contract.** Wherever possible, the University should procure goods and services from suppliers that have active contracts in place with Rutgers. Units are advised to check RU Marketplace or contact [University Procurement Services](#).

Can the requested goods or services be provided under an existing University contract?

☐ Yes ☐ No

- If Yes, **STOP**. This form is not required.

**Excess or Surplus Inventory.** An excess or surplus inventory check should be done to assess opportunity to avoid purchasing new equipment and vehicles. Units should refer to the University Materials and Logistics webpage.

Has surplus equipment been considered as an alternative to this purchase by checking the [excess or surplus inventory](#)?

☐ Yes ☐ No ☐ N/A

**Federally Funded.** Will the unit utilize federal funds to finance this purchase?

☐ Yes ☐ No

**Capital Asset.** Is this a purchase of a capital asset (e.g. computer/lab equipment; vehicles; machinery; etc.)?

☐ Yes ☐ No

**Supplier Diversity.** Rutgers encourages supplier diversity. Small, minority-owned, woman-owned, disadvantaged, veteran-owned and Labor Surplus Area (LSA) businesses should have the maximum practicable opportunity to participate in solicitation of bids. For more information refer to the [University Supplier Diversity Program webpage](#).

Have you solicited from one of the above-mentioned supplier diversity classifications?

☐ Yes ☐ No

- If Yes, please indicate in Part II below by checking the Diverse & LSA checkbox accordingly.

- If No, explain why not:

**PART II: SUMMARY OF SOLICITATION**

**Detail the Specifications of the Solicitation Provided to Bidders** (attach additional sheets, if necessary):

*The unit should develop a uniform specification of the goods or services requested and solicit all prospective bidders with that specification. If services are requested, the specification should include the description of the services to be performed and any deliverables. If goods are requested, the solicitation should include the specification of the goods requested. The specifications must be general in nature and not specify "brand name only," unless an equivalent good or service is acceptable. Any supplier who helped develop the specification should not be included in the solicitation, nor be awarded the contract.*

**BIDS/PROPOSALS/QUOTES.** List each bidder from which the unit solicited and received a bid/proposal/quote. Indicate the supplier you have chosen below by checking the box to the left. Also, indicate if the bidder falls into one of the supplier diversity classifications listed in Part I by checking the box to the right. **Attach to the RU Marketplace requisition copies of each bid/proposal/quote received and summarize below.**

Awarded Supplier	Bidder Name	Quote # / Proposal Name (if applicable)	Total Bid Price	Diverse or LSA Bidder
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>

**PART III: INFORMAL BID AWARD JUSTIFICATION**

Select, and if necessary explain, the criteria used to determine why the awarded supplier was chosen.

- ☐ Supplier was the lowest bidder.
- ☐ Supplier was NOT the lowest bidder. Provide an explanation below to support your decision. Your decision must be based on scientific, technical and/or economic reasons. Attach additional sheets, if necessary.

**PART IV: ADDITIONAL QUESTIONS & REQUIRED DOCUMENTS**

Based upon the good or services being procured, select a response for each question below indicating whether additional University forms and/or documents are required prior to issuance of a purchase order.

**Lease/Buy.** Financing this purchase through a lease should be considered where appropriate.

If procuring equipment or vehicles, have you performed an analysis of lease versus other alternatives? ☐ Yes ☐ No ☐ N/A

\*For further clarification and instructions contact [University Procurement Services](#).

**Independent Contractor or Employee Determination (ICED).** Is the supplier providing [professional services](#)?

☐ Yes ☐ No

- If Yes, have you attached the completed ICED Form?

☐ Yes ☐ No

\*For further clarification and instructions on ICED refer to the [University Tax Services webpage](#).

**Protected Information.** Will the Supplier create, obtain, transmit, use, maintain, process, or dispose of social security data, credit card data, student data, financial data, protected health information (PHI) or General Data Protection Regulation (GDPR) information?

☐ Yes ☐ No

**Business Associate Agreement (BAA).** Will there be an exchange of protected health information (PHI) with the supplier?

☐ Yes ☐ No

- If Yes, in the Requisition (located under *General*) have you checked "Yes" in the BAA field and attached the completed BAA?

☐ Yes ☐ No

\*For further clarification and instructions on the BAA refer to the [University Ethics & Compliance webpage](#).

**Third Party Risk Assessment (TPRA).** Will the supplier need to use, process, transmit, store or reproduce University data?

☐ Yes ☐ No

- If Yes, have you attached the completed TPRA and approval from OIT?

☐ Yes ☐ No

\*For further clarification and instructions on the TPRA refer to the [University Information Protection and Security webpage](#).

**Voluntary Product Accessibility Template (VPAT).** Is this an electronic and information technology based purchase?

☐ Yes ☐ No

- If Yes, Rutgers requires you to complete the Product Accessibility Checklist. The Checklist is not a required attachment for this form. Users will receive an acknowledgement approval from OIT to proceed with the order.

\*For further clarification and instructions on the VPAT refer to the [University Office of Information Technology webpage](#).

**Facility/Construction Requirements.** Is this engagement a facilities/construction-based project?

☐ Yes ☐ No

- If Yes, have you attached the supplier's [Public Works Registration](#)?

☐ Yes ☐ No

Do any of the following apply to your engagement? (check if applicable)

- ☐ Special utility hook-up (electric, gas, sewage, water.)
- ☐ Conditioned air (controlled humidity, ventilation, dry filtered air, compressed air etc.)
- ☐ Special foundation, lighting, ventilation, vacuum or steam connection etc.
- ☐ Disassembling and reassembling by FOS/Physical Plant
- ☐ Will toxic, flammable, or radioactive materials be used?
- ☐ Will this equipment weigh more than 80 pounds per square foot?
- ☐ Will existing room alterations be needed to adapt and/or admit the equipment?

- If any of these apply, have you attached the completed [Facilities checklist](#)?

☐ Yes ☐ No

**University Communications and Marketing Requirements.** The University has strict standards for Rutgers' logos, signatures and marks in all University communications, marketing initiatives, and university-authorized products.

Will the supplier be using Rutgers logo, signature and/or marks?

☐ Yes ☐ No

Will this purchase require ad review?

☐ Yes ☐ No

- If Yes to either question, the unit should refer to the [University Communications and Marketing webpage](#) for further clarification and instructions on branding, trademark and licensing, and/or advertising review and approval.

**New Contract.** Did the awarded supplier propose a new contract?

☐ Yes ☐ No

- If Yes, please attach a copy of the proposed supplier contract.