

# Competition Determination Requirements Form



## Instructions:

- This form is required for preparation of any Office of Sponsored Programs (OSP) bids and for any procurement over the Simplified Acquisition Threshold
- Based on the information included below, OSP Procurement will determine the proper procurement method to follow
- Questions: Contact OSP Procurement at 614-292-6871

## Section I: Customer Information

REQ Number	Organization	Fund	Account	Project
Contact		Phone	Email	

## Section II: Bid Preparation Information

A. Name of Item/Product/Service: *Describe what is being requested.*

B. Scope of Work (when applicable): *Describe the scope of work for the project and/or service. The scope of work lists tasks and describes all essential technical and performance requirements for the effort to be performed, including standards and/or listed deliverables to determine whether the requirements have been met, period of performance, contract amount and type- (fixed price or cost reimbursement), reporting requirements, payment terms, etc.*

C. Specifications: *Provide expectations and parameters that each vendor must conform to and include in their proposal or quotation. For commercial items when specifications are not available, you may list the name, make and model number of the required items (for specification purposes only). For non-commercial items, please include all drawings, specifications, etc.*

D. Estimated Costs: *Provide estimated cost and attach documentation supporting the basis for your estimate.*

**E. Evaluation Criteria (assign weighted values):** Provide your proposed bid evaluation criteria, which is required (e.g., price, delivery requirements, qualifications, etc.). Each criteria must be a measurable element that can be used when evaluating vendor proposals. The evaluation criteria must be ranked in order of importance and with assigned weighted values. Also, please include the names of the individuals who will be part of the evaluation team and making the final selection. This process is the determining factor for recommending awards and must be considered prior to issuance of the bid preparation documentation.

**F. Pre-Bid Meeting:** Is a pre-bid meeting necessary? Pre-bid meetings are often used to convey additional requirements and special conditions to the vendors, or to conduct site visits.

No  Yes If yes, contact OSP Procurement.

**G. Timeline:** Identify all applicable proposed timeline/expectations for establishing a contract and receiving goods/services.

**H. Data Restrictions:** Indicate if there is private data or any restrictions that would prevent us from being able to publicly post any bid documentations and explain.

**I. Bidders List:** Identify known vendors (name, address and contact information) who may be interested in this bid. Per 2 CFR 200.319 (a), in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements or bid materials must be excluded from competing for such procurements. If only one known vendor is capable of meeting required specifications, also include a Request for Sole Source form PR-100 with this request.

**J. Certification:**

*The PI certifies that all information provided is truthful and accurate and the specifications and bidding requirements do not restrict competition per Uniform Guidance 2 CFR 200.319 (a). To the best of the PI's knowledge, there are no potential conflicts of interest per 2921.42 of the Ohio Revised Code with any of the bidders proposed.*

Principal Investigator Name

Principal Investigator Signature

Date