

**REQUEST TO ISSUE A SUBCONTRACT  
PROCUREMENT REQUIREMENTS**

If the subcontractor is specified in the proposal, it is not necessary to comply with the procurement requirements for competitive bidding or sole source justification, since the sponsor or peer review process already approved the selection. If this is not the case, you must comply with the following procedures for selection:

Competitive Bidding:

The competitive bidding process is the normal method of subcontractor selection. This method requires RA&F, in conjunction with the PI, to solicit proposals from a number of sources and make a final selection of a subcontractor from those responding based on technical merit and cost objectives. Normally the lowest price from a technically qualified respondent is used as a major criterion for selection.

Competitors:

Name and address of each potential subcontractor contacted:

---

---

---

---

Name of (and) amount proposed by each subcontractor responding:

---

---

---

---

Subcontractor selected and reason for selection:

---

---

Sole Source:

When the procurement requires performance from a sole entity, because services or expertise is not available from other sources, the PI is required to provide sole source justification identifying the need for the services, and why the selected subcontractor is the only source available for the needed services. Sole source selection is not justified simply by the fact that there has been a historical collaboration between the investigators. The reasons why the service or expertise is not available from other sources must be explained.

Provide justification for selection if competitive bids were not solicited:

---

---