

Addendum E

RECOMMENDATION FOR AWARD FORM

CONTRACT NO. _____

Section IV (A)(1) of MAPP Policy 4.04.01A on Contracting requires the following:

All contracts must be submitted for processing with a completed Recommendation for Award form showing the basis by which an award is recommended. The Recommendation for Award form must provide information pertinent to all of the following: (a) which procurement method used; (b) price tabulations outlining the price acquisition process; (c) prices obtained in arriving at best value to the University; (c) bases for best value to the University; and (d) the name of the preferred vendor.

RECOMMENDATION FOR AWARD

Procurement Method Used (Describe the process by which price information was obtained, for example, phone bids, invitation to bid, RFP).

Prices Tabulations (Delineate prices obtained in arriving at best value):

Basis for Best Value to the University:

Preferred Vendor:

College/Department/Division:

Signature of College/Department/Division Administrator:

Date/Phone Number/Fax Number:

DO NOT WRITE BELOW THIS LINE
FOR OFFICE USE ONLY

***Reviewed by the Executive Director for Contracts Administration
or the Executive Director's Authorized Designee:***

_____/_____
Date