

GRCC Rationale Form

For all purchases **\$7,500 or more.**

(Three quotes on supplier letterhead must be submitted for purchases \$7,500 to \$39,999.
Purchases \$40,000 and greater **must** be formally bid by the Purchasing Department.)

PROVIDE REQUISITION NUMBER

1. Please provide RFP/Q# _____ or attach copies of written quotes under \$39,999:

Supplier #1: _____ Amount: \$ _____

Supplier #2: _____ Amount: \$ _____

Supplier #3: _____ Amount: \$ _____

2. Is this a sole source supplier? YES NO

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a. If "YES", why?

b. Please provide the following information confirming sole or single source:

Supplier: _____ Contact: _____

Phone: _____ Date: _____

(All sole source statements must be submitted on supplier company letterhead.)

3. Detailed description of item (including an estimated value):

4. Justification for purchase:

5. What program(s) will utilize the product or service, and what number of students will be served?

6. What building and room will the purchase be located in?

7. Is any renovation required (electrical, air, heating, water, space, etc.):?

8. Account number (XXXX-XX-XXXX-XXX-XX-project grant if needed):

9. Is this a replacement item? YES NO

a. If yes, what is the current location and item?

b. If replacement item, what will be done with the current equipment (i.e. sold, discarded, traded, or donated)?

10. Other significant information: