

# Procurement Bid Form

This form is completed by the NBER employee authorizing the expenditure of federal grant funds in excess of \$10,000 for a particular purchase, even if paid through multiple invoices. This form must be approved by the grants administrator prior to sending the accepted bid to the supplier.

## Bid Details

Federal Funding Agency: \_\_\_\_\_ NBER Project No.: \_\_\_\_\_  
PI Name (print): \_\_\_\_\_ Email: \_\_\_\_\_  
PI Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Supplier Name: \_\_\_\_\_ Cost: \_\_\_\_\_

## Description

## Specification

### Requests Less Than \$250,000 *(check all that apply)*

- At minimum, three (3) supplier were solicited for a bid/quote
- MBE/WBE suppliers were solicited for a bid/quote
- All solicited supplier bid/quotes and other relevant documents are attached to this form
- Lowest cost accepted
- Lowest cost not accepted, explanation below:

### Requests Greater Than \$250,000 *(check all that apply)*

- Formal request was created with detailed specifications, evaluation criteria, and other attachments necessary for a supplier to tender a reasonable bid
- Cost analysis has been performed before receiving bids
- MBE/WBE suppliers were solicited for a bid/quote
- Formal request was advertised with a due date, location, and time for submission
- Bids were evaluated on specification and criteria in formal request, that evaluation is documented and attached