

Vendor Recommendation

Please type or print information clearly

For procurements between \$3K and \$30K, this form is required with the Purchase Request to request limiting competition, and will be accepted as valid only if competition is not in the best interest of SAIC-Frederick, Inc., or its customers.

1. Purchase Request Number

Complete this entire form and attach it to the Purchase Request if both of the following conditions exist (and are checked below):

2. Existing Conditions <input type="checkbox"/> I recommend, based on my search, limiting competition, AND <input type="checkbox"/> The total commitment is expected to exceed \$3,000.00 but not exceed \$30,000.00.
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Complete the following information

3. Recommended Supplier(s) of the Product/Service		
4. Project/Item Description		
5. Reason for Limiting Competition		
6. Total Estimated Commitment	7. Prepared By	8. Date

I certify that the above is correct; competition is not in the best interests of SAIC-Frederick, Inc., or its customer.

Requester's information (person receiving the product/service)

9. First Name	10. Last Name	11. Title
12. Signature		13. Date

This section for SAIC-Frederick, Inc., Procurement

Buyer/Subcontract Specialist information

14. First Name	15. Last Name	16. Title
17. Signature		18. Date
19. Approval Status <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	20. Reason for Non-concurrence	

1. Enter Purchase Request number.
2. Check each box after reading the requirement. The checks, along with the Requester's signature in number 12, certify compliance with the requirements.
3. List the name(s) of the supplier(s) you are recommending.
4. Provide a brief description of the product(s) or service(s) you are procuring.
5. Describe the results of your market research, indicating sources checked, what features did not meet your needs, etc.
6. Enter the total estimated dollar amount of the procurement.
7. Enter the name of the preparer of this document.
8. Enter the date this document is being prepared.
9. Enter the first name of the requester.
10. Enter the last name of the requester.
11. Enter the title of the requester.
12. Enter the signature of the requester.
13. Enter the date the requester signed this document.
14. Enter the first name of the buyer/subcontract specialist.
15. Enter the last name of the buyer/subcontract specialist.
16. Enter the title of the buyer/subcontract specialist.
17. Enter the signature of the buyer/subcontract specialist.
18. Enter the date the buyer/subcontract specialist signed this document.
19. Check the approval status.
20. Enter reason for non-concurrence.