



AMHERST COLLEGE

Federal Grant Procurement Bid Form

This form is completed by the College employee authorizing the expenditure of federal grant funds **in excess of \$25,000** for a particular purchase, even if paid through multiple invoices. This form must be approved by the Controller's Office prior to sending the accepted bid to the vendor.

- Bids attached, lowest cost accepted
- Bids attached, lowest cost not accepted – see explanation below
- Unable to solicit bids due to vendor being the sole provider – documentation attached

Selected Vendor Name: _____ Cost: _____

Federal Funding Agency: _____ Project Number: _____

Notes: _____

Name (print): _____ Department: _____

Signature: _____ Date: _____

To be completed by the Controller's Office:

- Vendor does not appear on the EPLS listing. Confirmation attached.
- Export Control designation information has been received from the vendor.
- Bid selection is in compliance with Federal grant regulations.

Signature: _____ Date: _____

Circular A-110 sets forth standards for obtaining consistency and uniformity among Federal agencies in the administration of grants to and agreements with institutions of higher education, hospitals, and other non-profit organizations. Amherst College must comply with this circular for all processes involving federal grants.

Per this circular, any expenditures exceeding the small purchase threshold fixed at 41 U.S.C. 403 (11) (currently \$25,000) must be awarded to vendors through a competitive process (more than one bid).