

## 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
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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, <b>AND</b>
<input type="checkbox"/> The total commitment is expected to exceed \$3,000.00 but not exceed \$30,000.00.

### ***Complete the following information***

3. Recommended Supplier(s) of the Product/Service
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4. Project/Item Description
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5. Reason for Limiting Competition
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6. Total Estimated Commitment	7. Prepared By	8. Date
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### ***Requester Certification (person receiving the product/service)***

In submitting this recommendation to justify a single- or sole-source procurement described herein, I recommend, based on my knowledge and analysis of the market, that only the vendor indicated above should perform/supply the additional scope contemplated for this project.

SAIC-Frederick is committed to conducting its business and procurement activities in accordance with all applicable federal, state, and local laws and regulations, and in accordance with the highest standards of business ethics. As such, all SAIC-Frederick employees are expected to comply with these obligations and assist the company in complying with these obligations.

By my signature, I certify that in submitting this single-/sole-source justification for procuring goods/services from the vendor, that at all times:

1. I have complied with both the SAIC Corporate Policy SG-1, "Standards of Business Ethics and Conduct" (<https://issaic.saic.com/policy/ah/sh/01.html>) and the SAIC Code of Conduct (<https://issaic.saic.com/ethics/code/>);
2. I have not been offered or received any incentive or inducement, including, but not limited to, gifts, offers of future employment, or anything of monetary value, as a part of this procurement; and
3. I have disclosed and reported any private business or professional activities that I have engaged in, including those with a direct or indirect financial interest with the vendor, that could create a conflict of interest or the appearance of a conflict of interest.

### **Requester's Attestation (person receiving the product/service)**

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

### ***This section for SAIC-Frederick Procurement***

14. Reason for Non-concurrence
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### **Buyer/Subcontract Specialist Information**

15. First Name	16. Last Name	17. Title
18. Signature		19. Date

20. Approval Status <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	21. Reason for Disapproval
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### **Procurement Manager Information**

22. First Name	23. Last Name	24. Title
25. Manager Signature		26. Date

## Vendor Recommendation – Instructions

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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 was prepared.
9. Enter the first name of the person receiving the product/service.
10. Enter the last name of the person receiving the product/service.
11. Enter the title of the person receiving the product/service.
12. Enter the signature of the person receiving the product/service.
13. Enter the date the person receiving the product/service signed the document.
14. Enter the reason for non-concurrence.
15. Enter the first name of the buyer/subcontract specialist.
16. Enter the last name of the buyer/subcontract specialist.
17. Enter the title of the buyer/subcontract specialist.
18. Enter the signature of the buyer/subcontract specialist.
19. Enter the date the buyer/subcontract specialist signed this document.
20. Check the approval status.
21. Enter the reason for disapproval.
22. Enter the first name of the procurement manager.
23. Enter the last name of the procurement manager.
24. Enter the title of the procurement manager.
25. Enter the signature of the procurement manager.
26. List the date the procurement manager signed the document.