

Cooperative Contracts \$200,000+ Justification Form

Cooperative contracts can be beneficial because the competitive process has already taken place, and as a result, cooperative purchases eliminate the need for public bidding above the bid threshold. Furthermore, the University may also rely on a cooperative contract to eliminate the need to obtain competition for purchases below \$200,000 (unless required per the contract's Method of Operation).

Purchases at or above \$200,000 require justification confirming the cooperative purchase is most advantageous to the University, price, and other factors considered. The only cooperative type that is an exception to the justification requirement is State of New Jersey Cooperative Contracts (unless required per the contract's Method of Operation).

This form may be utilized as a resource to document the justification as to why the particular cooperative purchase is most advantageous to the University, cost, and other factors considered. This may include but is not limited to:

- a) Additional proposals/quotes or other method used for price comparison.
- b) Documenting the market research that was completed.
- c) The ability to avoid the cost and time of a separate procurement process.
- d) Why competition cannot be obtained (if that is the case).
- e) Other factors such as rebates offered and unique needs to a particular situation.

Supplier Name: _____

Item or Service: _____

Price (attach a copy of supplier's quotation): _____

Provide a justification regarding why the particular cooperative purchase in question is most advantageous to the University, cost, and other factors considered. (Please attach all additional documentation for this justification with the requisition in Workday):