



COMPETITIVE BIDDING TRACKING FORM

Contract Number: _____

(Contract number obtained [HERE](#))

Section 1: Procurement Rationale

- **Type of Contract** (e.g., Professional Services, Goods, Capital Construction, etc.)

Section 2: Project Description

- **Type of project/service solicited:** _____
- **Department/Requesting Unit:** _____
- **Estimated Contract Value:** \$ _____
- **Funding Source/Index(es):** _____

Section 3: Vendor Outreach

- **List outreach methods employed, including attempts to engage at least three MWESB Vendors:** (e.g., Email, Phone, Procurement Portal, [MWESB Vendor Directory](#))

Section 4: Evaluation and Award Criteria

Award Criteria:

(Check all that apply and describe below)

- ☐ Lowest Price
- ☐ Best Value
- ☐ Technical Expertise
- ☐ Experience and Qualifications
- ☐ Responsiveness
- ☐ Other:



Section 5: Detailed Evaluation Summary:

Department/Units must maintain copies of solicitation communications

(Explain how the awardee was selected based on the criteria above)

Vendor 1:

Vendor 2:

Vendor 3:

Section 6: Vendor Selection:

- **Selected Vendor:** _____
- **Final Contract Amount:** \$ _____
- **Contract Signed Date:** _____



Western Oregon
UNIVERSITY
Office of General Counsel

INFORMAL PROCUREMENTS

(procurement value greater than \$25,000 up to \$250,000)

NOTES