

## Addendum C

### RECOMMENDATION FOR AWARD FORM

**CONTRACT NO.** \_\_\_\_\_

Section IV (A)(1) of MAPP Policy 4.04.01A on Contracting requires the following:

All contracts must be submitted for processing with a completed Recommendation for Award form **regardless the source of funds** (i.e. revenue, expense, etc) showing the basis by which an award is recommended. The Recommendation for Award form must provide information pertinent to all of the following: (a) which procurement method used; (b) price tabulations outlining the price acquisition process; (c) prices obtained in arriving at best value to the University; (c) bases for best value to the University; and (d) the name of the preferred vendor.

### RECOMMENDATION FOR AWARD

**Procurement Method Used** (Describe the process by which price information was obtained, for example, phone bids, invitation to bid, RFP).

**Prices Tabulations** (Delineate prices obtained in arriving at best value):

**Basis for Best Value to the University:**

**Preferred Vendor:**

***College/Department/Division:***

\_\_\_\_\_

***Signature of College/Department/Division Administrator:***

\_\_\_\_\_

***Date/Phone Number***

\_\_\_\_\_

***Note: Modification of this Form requires approval of the Office of General Counsel***