

MIT

SELECTION OF SOURCE

REQUISITION EXCEEDING \$5,000 SMALL DOLLAR THRESHOLD - REQ. NO.: 1085XXXX

MIT policy requires that for a requisition exceeding \$5,000 for which the vendor has been specified by the requisitioner, that the information on this Selection of Source form must be supplied by the requisitioner. This information may be submitted on this Selection of Source Form or may be submitted in another format. Information provided will be reviewed by MIT and Federal auditors and by the Office of Naval Research, regardless of the account number charged.

1. **SUMMARY OF BIDS RECEIVED** - attach copies of all written quotations to this form (mandatory if \$10,000 or higher)

Enter the Total Price by One or More sources:

| COMPANY | TOTAL PRICE |
|------------------------------|---|
| 1) Scooby Doo Staffing | \$110 hourly bill rate for selected candidate |
| 2) Shaggy, LLC | \$90-\$125 hourly bill rate, depending on candidate |
| 3) Danger Prone Daphne, Inc. | \$90-\$125 hourly bill rate, depending on candidate |
| 4) Thelma & Fred Associates | \$140 hourly billrate |

2. **BASIS FOR SOURCE SELECTION** (check one)

- a) **Lowest Bidder selected** - all bidders and prices must be listed.
- b) **Other than Lowest Bidder selected** - explanation and price justification required. Explain the reasons for selecting other than the lowest bidder in the space below (An existing document which contains this information may be attached instead). Use the reverse side to indicate your basis for determining that the price to be paid is fair and reasonable. (Please see attachment)
- c) **Sole Source selected** - explanation and price justification required. Explain the sole source by answering the applicable questions below (An existing document which contains this information may be attached instead). Use the reverse side to establish your basis for determining that the price to be paid is fair and reasonable.

Identify other sources who were considered and why they cannot be used: An attempt was made by the department to directly recruit a qualified private detective/crime fighter to hire into MIT as a regular employee, however, no appropriate candidate was found. The decision was made to contact recruitment agencies to expedite the hiring process, and Scooby Doo Staffing and other vendors were identified to source a private detective for placement in the mystery operations area. Unfortunately, most agencies, except for Scooby Doo, did not present the caliber of candidates required to fill this vacant position within the department.

Specify the unique features of this item or service which require it to be bought from a single source: Finally, Scooby Doo Staffing is known in the Boston area as being a reputable recruitment agency which the department has used in the past. Their recruiters' specialized knowledge of the crime and mystery industry, trends and their pool of qualified candidates with the requisite crime fighting skills and qualifications needed are what informed us to use Scooby Doo in our search efforts.

Describe efforts taken to identify other sources of supply: The department called upon friends and colleagues both on and off the MIT campus who recommended various agencies to use. Before signing contracts with Scooby Doo,

Shaggy and Danger Prone Daphne, the department met with representatives from their organizations to review the services provided and the type of candidates in their selection pool.

3. DETERMINATION OF REASONABLE PRICE

Select the statement(s) below, which reflects your basis for determining that the price to be paid is reasonable, or use OTHER to provide your own statement.

- Adequate Price Competition. All vendor responses must be listed on page 1.
- Catalog or market price (or less) for STANDARD commercial item. {a copy of the published price (catalog page, web page, evidence of sales...) must be attached}
- Price for NONSTANDARD item to our specifications that is consistent with in-house estimate {a copy of the in-house estimate must be included}
- Price compares favorably to price paid for the same item or similar item or like complexity under a previous PO {enter previous PO number under OTHER below and include the reason(s) that that price was determined to be fair and reasonable}.
- Price compares favorably with catalog or list price for similar item or like complexity {(enter description and price of similar item under OTHER below)}.
- OTHER - Enter your own statement, if needed, and/or information on discount, donation or negotiation if related to your statement or the statement you selected/provided above. {The existence of a discount or donation does not in and of itself establish a fair and reasonable price.} Most recruitment agencies in the Boston area charge a standard 25-30% fee for placement of a candidate, but we were able to negotiate the price down by 5% to a 20% fee.

Requisitioner's Signature

Buying Agent's Signature