**BID SUMMARY JUSTIFICATION (BSJ) FORM**

**INSTRUCTIONS:**

Per the [Professional Services Supplemental Policy](https://policy.usc.edu/professional-services-supplemental-policy/), all professional services valued $50,000 or greater must be competitively bid. For professional service engagements anticipated to be between **$50,000 and $150,000**, FPM may independently manage the competitive bid process (without Procurement involvement). When FPM independently manages the bid process, the **Bid Summary Justification (BSJ) Form** must be completed, and all supporting documentation shall be submitted to the CFA Contracts Team as part of the Task Order/Service Order contract request. The BSJ will serve as formal documentation of the competitive process conducted and justification for the selected vendor.

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| **Section 1: Basic Project Information** |
| Prepared By: |   |
| Project Manager Name: |  |
| Project Title: |  |
| Description of Services: |   |
| Awarded Supplier: |   |
| Total Contract Value: |   |

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| **Section 2: Competition & Participation** |
| Date RFP Issued to Bidders/Bids Solicited: |   |
| Date Bids Were Due: |   |
| List of Firms Invited to Submit a Proposal: |   |
| List of Firms That Submitted a Proposal: |   |
| If any invited firms declined, note reason (if known): |   |

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| **Section 3: Bid Evaluation Summary** |
| Briefly describe how the bids were solicited, how proposals were evaluated, and why the awarded firm was selected. |
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| **Section 4: Pricing Comparison** |
| Provide a side-by-side summary of all pricing received or attach separate detailed cost breakdown. Sample cost summary provided below, please modify as appropriate.  |

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|  |  | **Bidder #1 (Awarded Firm)** | **Bidder #2** | **Bidder #3** |
| **Fees** | **Discipline/ Description** | ***[Firm Name]*** | ***[Firm Name]*** | ***[Firm Name]*** |
| Consultant (Prime) | Architectural  |  $ | $  | $  |
| Subconsultant 1 | Mechanical |  $ | $  | $  |
| Subconsultant 2 | Engineering |  $ | $  | $  |
| Subconsultant 3 | Plumbing  |  $ | $  | $  |
| Subconsultant 4 | Etc… |  $ | $  | $  |
| Selected Alternates (if any) |   |  $ | $  | $  |
| Reimbursables (NTE) |   |  $ | $  | $  |
| **TOTAL FEE AMOUNT** |  |  **$ -**  |  **$ -**  |  **$ -**  |

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| **Section 5: Attachments Checklist** |
| Attach all supporting documentation, as required: |
| ☐ Copy of the RFP Document issued or Bid Solicitation Request ☐ All proposals/quotes received☐ Scoring Matrix or Evaluation Notes (if not awarded to low bidder)☐ Detailed Pricing Bid Summary (if not provided in Section 4) ☐ Any Written Communications or Clarifications with Bidders (e.g. RFIs, RFI responses, post-bid clarifications, etc.) |