

**UNIVERSITY OF HOUSTON-VICTORIA  
RECOMMENDATION FOR AWARD FORM**

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

*Section (A) of UHV Policy E-12, Contracting Administration requires the following:*

*All contracts with a total value of \$15,000 (including any renewals or extensions) must be submitted for processing with a completed Recommendation for Award form showing the basis by which an award is recommended. The Recommendation for Award form must provide information pertinent to all of the following: (1) which procurement method used; (b) price tabulations outlining the price acquisition process; (c) prices obtained in arriving at best value to the University; (c) basis 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, Open Market, catalog purchase).

**Price Tabulation** (Provide prices obtained in arriving at best value):

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

**Preferred Vendor:**

\_\_\_\_\_  
*Department/Division/School*

\_\_\_\_\_  
*Signature of Department Head/Division Head/Dean*

\_\_\_\_\_  
*Date*

.....  
**Business Services Use**

Reviewed by Business Services Contracts Administration

\_\_\_\_\_  
Initial/Date