***Bryant University Request for Preferred Supplier Status***

(This form is also used for the Requalification of Preferred Supplier Status)

Vendor Name: Enter Vendor Name Here Date of Request: Click here to enter a date.

This form should be used to request or re-qualify Preferred Supplier Status for those suppliers who perform above and beyond in meeting University expectations. Please complete the information below, then forward to the Purchasing Office for review.

1. Competitive and consistent pricing: The department must show the supplier proved best value pricing for three separate orders by attaching three competitive quote packages for purchases between $5,000 and $25,000 and/or an RFP/Bid result(s) (as per step 1 for Establishing Preferred Suppliers in the Purchasing Policy).

1. Delivery of Product: Please explain how this supplier’s adherence to departmental deadlines has enhanced customer relations.

 Click here to enter text.

1. Exceptional Service: Please provide examples of how this supplier’s service to your department has enhanced customer relations.

Click here to enter text.

1. Does this supplier offer discounts or other incentives? Please explain.

Click here to enter text.

1. Please explain other attributes that exemplify how this supplier’s relationship with your department and the University make for a successful partnership. (Some examples would be follow-up both during and after the product/service)

Click here to enter text.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Authorized Divisional VP*  *Date* *Director of Purchasing*  *Date*