**Decision Table for Vendor Justification and Debarment Forms**

Please use the following table to determine the requirements for the Vendor Justification Form and Debarment Form. See the Finding the Funding Instrument video and the Finding the Funding Instrument for Sponsored Awards job aid to determine the funding mechanisms for awards.

**Vendor Justification Form (VJF):** a form used to justify sole source selection and cost or price analysis

**Debarment Form:** a form that allows Harvard to obtain written certification from vendors that they have not been debarred (prohibited) from doing business with the federal government

<table>
<thead>
<tr>
<th></th>
<th>Grants &amp; Cooperative Agreements</th>
<th>Contracts</th>
<th>Other Funding Mechanisms (OTAs, Other)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Debarment Form</strong></td>
<td>No form required</td>
<td>Form required if ≥ $35K</td>
<td>Requirement varies. Based on Terms &amp; Conditions (T&amp;C) of award or if the award is subject to Federal Acquisition Regulations (FAR), debarment form is required if ≥ $35K</td>
</tr>
<tr>
<td><strong>Vendor Justification Form (VJF)</strong></td>
<td>Form required if &gt; $50K</td>
<td>Form required if &gt; $50K</td>
<td>Form required if &gt; $50K</td>
</tr>
</tbody>
</table>

**B2P System Workflow**

In the procurement system, the following occurs for all purchases on federal funds:

- **At $35K or greater** – the purchaser must make a selection indicating whether a form is required or not from the debarment form dropdown menu, failure to do so will prevent the requisition from entering the workflow. Requestors/purchasers will receive an email notification with selection options. Users must return to the requisition and make one of the following selections and resubmit.
  1. Yes, a form is needed – Required for funding subject to FAR or based on T&C of award.
  2. Not Applicable – Funding is Grant or Cooperative Agreement or not subject to FAR
  3. Not Applicable – Debarment Language included in Already Negotiated Agreement
  4. Not Required – Refund Payment

- **Greater than $50K** – the purchaser must make a selection indicating whether a form is required or not from the VJF dropdown menu, failure to do so will prevent the requisition from entering the workflow. Requestors/purchasers will receive an email notification with selection options. Users must return to the requisition and make one of the following selections and resubmit.
  1. Yes, Attach VJF – Required for all Suppliers for Federal Purchases >$50,000
  2. Not Required – Federal Requisition Line Amount or Total Cumulative Order <$50,000
  3. Not Required – Billing Agreement Negotiated by School's Sponsored Office
  4. Not Required – Subcontract/Subrecipient Invoice Negotiated by School's Sponsored Office
  5. Not Required – Refund Payment