

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 1: Requirements for Vendor Justification Form and Debarment Form

	Grants & Cooperative Agreements	Contracts	Other Funding Mechanisms (OTAs, Other)
Debarment Form	No form required	Form required if \geq \$35K	Requirement varies. Based on Terms & Conditions (T&C) of award or if the award is subject to Federal Acquisition Regulations (FAR), debarment form is required if \geq \$35K
Vendor Justification Form (VJF)	Form required if $>$ \$50K	Form required if $>$ \$50K	Form required if $>$ \$50K

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