



DINÉ COLLEGE

THE HIGHER EDUCATION INSTITUTION OF THE NAVAJO

Finance and Accounting Office

DATE: November 7, 2022

TO: Members of the Board of Regents

FROM: Janet Benally, Junior Grant Accountant

SUBJECT: Equipment for MS – Biology Laboratory

This memorandum is to verify that this purchase meets the purchasing requirements per Dine College's Purchasing policy which states that any purchase that exceeds \$ 65,000.00 requires a minimum of two (2) written quotations along with the Board of Regents approval.

For this purchase, we received three written quotations. Discover Echo, Inc was the low bidder but has been disqualified since their microscope did not meet all the specifications required by the Biology department.

The selected vendor is Keyence. Since Keyence is not the low bidder, Dr. Demetra Skaltsas has attached her justification letter in support of this selection. The manufacturing facility for the Keyence microscope is located in Phoenix, Arizona which makes the parts and service, if needed, readily available.

We completed the Disbarment form and a search was conducted in Systems Award Management (SAM) for this company. No negative remarks were noted.

I can be reached at 628-724-6801 if you have any questions.

Thank you for your consideration.