

Single Source/Sole Source Justification Form

Complete this form for general equipment and service requisitions with a value greater than \$5,000 (for all funds) where competition may be restricted. Completing this form does not guarantee that the proposed vendor will be selected. The Purchasing Department may require additional information. **It is the requisitioner's responsibility to provide all the required information and documentation indicated on this form.**

Please return this completed form with requisition, attached cover sheet and any additional back-up to the Purchasing Department, A114 Altschul.

Ordering Department

Requisition #

Vendor Name

A. Explanation for Single/Sole Source

Select one or more of the following statements (check the box) to support why the requisition attached and noted above should be a single/sole source purchase. **Any selection requires explanation in the additional space provided.**

Items sold through manufacturer only; no other comparable unit available.

Used or demonstration equipment available at a lower-than-new cost.

Must match existing piece of equipment. Available only from the same source of original equipment.

Upgrade to existing software. Available only from the producer of this software, who sells on a direct basis only.

Repair/Maintenance service requires expertise in operations on unit. Necessary parts unavailable from any source except original equipment manufacturer or their designated servicing dealer.

Service(s) provided by the vendor are unique and therefore competitive bids are not applicable.

Other

Explanation for section (A) is required for any selection statement. Information might include research performed or subject matter expertise detailed to justify the use of this particular vendor and their product. This must clearly indicate why the proposed vendor is the **ONLY** vendor that will meet your requirements.

(Continued)

B. Establishment of the Non-Competitive price

Select one or more of the following statements (check the box) to support why the accepted noncompetitive price was fair and reasonable. **Any selection requires explanation in the additional space provided.**

The price was obtained from a catalog or standard price list for items sold to the general public in substantial quantities (catalog or price list must be provided or be on file).

The quoted prices minus the vendor's donations and/or discounts are lower than prices available to the general public and reflect substantial savings. State dollars or percentage here _____. Explain the dollar calculation below.

The quoted prices compare favorably to market prices, or to previous prices obtained and found to be fair and reasonable, which were paid for the same or similar items on:
(Date) _____, (PO) _____, (Bid) _____

The vendor has certifies that the prices offered are equal to or lower than those offered to any government agency or private institution for both like items/services and quantities (includes published educational discounts).

Other

Explanation for section (B) is required for any selection statement. Information provided might include a catalog price page, pricing for similar products or other price comparison information gathered to justify non-competitive price.

Please attach any additional justification that would support the above explanations.

I certify that to the best of my knowledge I have investigated and found that the above reasons and explanations justify this requisition as a single/soul source purchase, and that the non-competitive price is adequately confirmed. I am the individual who has gathered and provided this detailed information (a copy of which is attached to this form) and any further questions regarding these details can be directed to my attention. I also certify that neither I nor any member of my family or household will receive a financial benefit from the use or engagement of this Vendor.

Signature _____

Date _____

Print Name _____

Title _____

E-mail address _____

Phone _____

To be completed by Purchasing Department

Justification appears appropriate.

Justification appears inappropriate.
Agent has contacted the department representative and advised the status of the order. Explanation is attached.

Agent's Signature _____

Date _____