

SOLE SOURCE JUSTIFICATION FORM

Complete this form for general equipment and service requisitions with a value greater than **\$10,000** where competition may be restricted. Completing this form does not guarantee that the proposed vendor will be selected. The Procurement Department may require additional information. **Please attach the signed form to the Purchase Requisition in Workday.**

Project Name		
Requested By (Department)		
Budget Information		
Vendor Name & Classification		Cost \$
Description of Goods & Services		

SECTION I - EXPLANATION OF SOLE SOURCE

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

<input type="checkbox"/>	Items sold through manufacturer only; no other comparable unit available
<input type="checkbox"/>	Available only from the same source of original equipment
<input type="checkbox"/>	Upgrade of existing software. Available only from the producer of this software who sells on a direct basis only
<input type="checkbox"/>	Repair/Maintenance services requires expertise in operations on unit. Necessary part unavailable from any source except original equipment manufacturer or their designated servicing dealer
<input type="checkbox"/>	Service(s) provided by the vendor are unique and therefore competitive bids are not applicable
<input type="checkbox"/>	Items or services needed to maintain research continuity or meet university standards
<input type="checkbox"/>	Other

Explanation of Section 1 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 products. This must clearly indicate why the proposed vendor is the **ONLY** vendor that will meet your requirements.

SECTION II - ESTABLISHMENT OF THE NON-COMPETITIVE PRICE *(Justification of Fair and Reasonable Pricing)*

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

<input type="checkbox"/>	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 in file)
<input type="checkbox"/>	The quoted prices are lower than prices available to the general public and reflect substantial savings. Must state dollars or percentage here _____
<input type="checkbox"/>	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 and/or similar items on PO # _____
<input type="checkbox"/>	The vendor has certified that the prices offered are equal to or lower than those offered to any government agency, or institution of higher education, for both like items/services and quantities

<input type="checkbox"/>	Other
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Explanation of Section 2 is required for ANY selection statement. Information provided might include a catalog price page, pricing for similar products or services, or other comparison information gathered to justify non-competitive price

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

SECTION III - DEPARTMENTAL APPROVAL AND CERTIFICATION

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 or sole source purchase, and that the non-competitive price is adequately confirmed. I am the individual who has gathered and provided this detailed information and any further questions regarding these details can be directed to my attention.

Name:	Signature:	Date:
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SECTION IV - TO BE COMPLETED BY THE PROCUREMENT DEPARTMENT

<input type="checkbox"/>	Justification appears appropriate
<input type="checkbox"/>	Justification appears inappropriate
<input type="checkbox"/>	Explanation attached and added to file

Name:	Signature:	Date:
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