

University Office for Purchasing Services

Single/Sole Source Justification Form

Use 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 supplier will be selected. The Office for Purchasing Services may require additional information. **It is the requestor's responsibility to provide all the required information and documentation indicated on this form.**

PART I Ordering Department/Supplier Information

Department Code: _____	Department Name: _____
Requisition Number: _____	Supplier Name: _____

PART II.A Single/Sole Source Explanation

Select one or more of the following statements (check the box) to support why the requisition attached/noted above should be a single/sole source purchase.

Sourcing Reason:

(Check all that apply)

1. Items sold through manufacturer only; no other comparable unit available.
2. Used or demonstration equipment available at a lower-than-new cost.
3. Must match existing piece of equipment. Available only from the same source of original equipment.
4. Upgrade to existing software. Available only from the producer of this software who sells on a direct basis only.
5. Repair/Maintenance service requires expertise in operations on unit. Necessary parts unavailable from any source except original equipment manufacturer or their designated servicing dealer.
6. Service(s) provided by the supplier are unique and therefore competitive bids are not applicable.
7. Other reason.

Explain Selected Reason: - (Required for all items checked above. Clarify why the supplier is the ONLY supplier that will meet your requirements. If more space is required, attach additional pages.)



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PART II-B Reasonable Price Establishment

Select one or more of the following statements (check the box) to explain why you feel the accepted non-competitive price was fair and reasonable.

Fair Price Reason:
(Check all that apply)

1. The price was obtained from a catalog or standard price list for items sold to the general public in substantial quantities. **(Note: Catalog or price list must be provided or be on file.)**
2. The quoted prices minus the supplier's donations and/or discounts are lower than prices available to the general public and reflect substantial savings. Must state dollars or percentage here: _____. **(Note: Explain the dollar calculation below.)**
3. 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: ____/____/____, **P.O.:** _____, **Bid:** _____
4. The supplier has certified 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)
5. Other reason.

Explain Selected Reason: - **(Required)** for all items checked above. **Provide/Attach** supporting documentation: catalog price page, pricing for similar products or other price comparison, any additional justification information that would support your explanations)

PART III 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/sole source purchase, and that price reasonableness 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.

Signature: _____ **Date:** ____/____/____
Name: _____ **Title:** _____
Phone: (____) _____ **Email:** _____

PART IV For Purchasing Office Use Only

- 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:** ____/____/____