

Sole Source and Price Justification

This document provides information about the requirements for competitive bids and the use of the Sole Source Justification form.

In cases where competition cannot be obtained, purchase requisitions should be accompanied by a Sole Source Justification form signed by the principal investigator, department chair, or director. The form should be used when you need to:

- Obtain replacement parts for existing equipment
- Get auxiliary components to match existing equipment
- Meet unique physical design or quality requirements
- Maintain research continuity
- Buy items that have characteristics unique to a single manufacturer, and essential to the proposed use.
- Obtain goods and services that are proprietary to a certain manufacturer

When you request a sole source justification, consider the following:

- Reasonable price
Even though there may be good reason for a sole source, we enter into a purchase contract only after determining that we will be paying reasonable prices. Documented price comparisons, discounts off published price lists, buyer's knowledge of market, Fair Trade laws and other cost-price analyses determine if the price is reasonable.
- Brand or trade names
When you believe that only a specific brand, trade name, item, or proprietary service will properly satisfy your requirements, include a description of the technical features that make that product or service the only one that fulfill your needs.
- Extenuating circumstances
When the prime-sponsoring agency or governing law directs the purchase, or when unusual or compelling urgency for acquiring the goods or services precludes obtaining formal competition, the purchase may qualify for sole source justification

Price Certification:

If there is no competitive or comparative evidence to demonstrate that a price is reasonable, ask the vendor to certify in writing that the quoted price is the best price offered to any educational or non-profit customer of a similar business volume. If the vendor is willing to provide this certification, it creates a legal liability for the vendor and is sufficient price justification.

Source Justification for Equipment or Services
(attach description/specifications)

Amount: \$ _____ Supplier: _____

By submitting this form, the end user is requesting that the following source is the only one to be considered and that the Purchasing Department may use the following information as a sole source justification. If accepted by the Buyer, a purchaser order will be submitted per the request of the end user.

To be considered a sole source, and therefore exempt from the competitive bid process, one of the following conditions must be met:

- The good or service is the only one that will meet the end user's needs and it can only be purchased from the designated manufacturer/distributor (explain research and investigations conducted to support this claim)
- The requested good or service is an integral repair part or accessory propriety to the existing equipment (explain)
- The requested good or service is essential in maintaining research continuity and/or to remain in compliance with established university standards (explain)

The requested provider of this good or service has unique or exclusive capabilities that no other provider has (explain)

Signature of end user/authorized departmental representative:

Name: _____ Title: _____

Signature: _____ Date: _____