



Sole/Single Source Justification **(Required for Requisitions exceeding \$25,000)**

Sole/Single source means that only a single supplier is uniquely qualified to meet the department's procurement objective. To be considered a sole source, and therefore exempt from the bid process, one of the following conditions must be met:

- The actual product or service needed is the only one that will meet the department's need/requirement and it can only be purchased from one source (manufacturer or distributor).
- The product or service must match or be compatible with current equipment or services.
- The product needed is specifically required for use in conjunction with a grant or contract.
- The service needed is controlled/mandated by the local utility or government.
- Professional or artistic services
- An unusual or compelling urgency exists.

Purchasing Goods Through Auctions

In general, the College discourages the use of web auctions and auction houses as a means to make regular purchases of goods and services. Occasionally, however, hard-to-find or specialized items may become available for purchase through an auction process. For those cases, the College guidelines are outlined below:

- Make certain that the auction house/website offers protection against purchasing defective or erroneously-described merchandise. For all auction purchases, each department should ensure that the auction house/website allows for refunds, if necessary, after a physical inspection of the goods received.
- The Department should document and understand fully all warranties and other protections offered by the seller or auctioneer.
- Documentation is needed for ALL auction purchases, including:
 - Description of the goods being purchased
 - Explanation of why the item needed to be purchased through an auction

- Final cost
- Copy of the purchase confirmation
- List of market prices from other sellers for comparable items
- Documentation describing all warranties
- A request for purchasing goods through an auction must be made by using the appropriate form. All such requests will be reviewed and approved by the Assistant Vice President for Business Affairs/Accountant/Treasurer prior to participating the auction

For purchases on web-based auction sites, the College P-Card should be used for payment.

- For non-web-based purchases less than \$10,000, a Supplier invoice should be created in Workday.
- For any purchases of \$10,000 or more, a requisition should be issued which will result in the issuance of a Purchase Order.

Procurement by a “non-competitive method” is one where a product or service can only be purchased from a *single* or *sole source* supplier, therefore not allowing for supplier and price competition. “Procurement by a noncompetitive method” requires written explanation and justification by completion of sections A, B, and C below.

When competitive bids were not obtained, attach this completed form when submitting a Workday requisition for a purchase greater than \$25,000.

Name of individual completing this form: _____

Title: _____

Department: _____ Date: _____

If a purchasing services Preferred Supplier was utilized, check this box. No further information is required

Requested Single/Sole Source Supplier

Company/consultant Name:	_____
Is the recommended company also the manufacturer?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Product or service description

Is there an educational or academic discount available? Yes No

Manufacturer & model number: _____

ECCN (for export control classification): _____

Expected cost: \$ _____

A. Explanation for Procurement by a Non-Competitive Method (select one or more):

Product/service is unique (briefly explain your research/work requirements and the relevance of the unique product/service): _____

Continuity of existing research/work

Critically important features (briefly explain the features and your research of comparable items): _____

Repairs, replacement parts, or technical service available only from manufacturer or authorized distributor.

Compatibility with existing equipment

Emergency purchase (life, health, or property was in jeopardy). Explain: _____

Use of a specific supplier is identified in writing as a requirement of the sponsored project award (attach copy of written requirement b sponsor).

After solicitation of a number of sources, competition is considered inadequate.

B. Justification for Procurement by a Non-Competitive Method

Please provide documentation supporting your selections in section A. Examples of appropriate documentation include: correspondence with suppliers, sources that were initially considered and why they cannot be used, inquiries made with other institutions/departments for sources of the product/service, etc. Include any relevant attachments.

Additional Comments: _____

C. Social Screen by a Non-Competition Method

- Not a product or service for prison industries
- Not available from a diversity supplier

Approved by Manager:

(Signature)

(Title)

(Department)

(Date)

(Signature)
VP of Business Affairs/Treasurer

(Title)
Business Affairs/Treasurer

(Department)

(Date)