

SINGLE/SOLE SOURCE FORM

THIS FORM IS TO BE SUBMITTED WITH ANY PURCHASE REQUISITION THAT EXCEEDS AN AGGREGATE VALUE OF \$50,000 WHERE COMPETITIVE BIDS HAVE NOT BEEN SOLICITED (OR ARE NOT AVAILABLE)

CHECK THE APPROPRIATE BOX AND ATTACH ADDITIONAL DOCUMENTATION AS REQUIRED

Supplier Name: _____

Department Name: _____ Project: _____

Please check the appropriate justification(s) below which exempt formal competition:

1. Product or service is available from only one vendor.
2. Performance or price competition is not available.
3. Competition has been solicited but no satisfactory offers have been received.
4. Standardization or compatibility is the overriding consideration.
5. Personal or particular professional services are required.
6. Additional products or services are needed to complete an ongoing job or task.
7. Particular product or service is desired for educational, training, developmental, or research work.
8. Items are subject to rapid price fluctuation or immediate acceptance.
9. Used, reconditioned, or demonstration equipment available at lower-than-new cost.
10. Emergency action is necessary.
11. Other – please provide specific information and circumstances in justification below.

Detailed justification (please elaborate on your justifications designated above by providing specific details):

Fair and/or reasonable price analysis: (describe or attach any communication(s) with other sources contacted or used to determine that the cost is reasonable)

Signature: _____
Principal Investigator/Campus OM/OM Designee

Date