Single/Sole Source Justification Form

Use for all purchases of $25,000 or more when competitive bids cannot be obtained

Refer to Procurement or Lease of Services and Goods on the UVM Policy Website

Selected Vendor: _____________________________________________________________

Address:   _______________________________________________________________

__________________________________________________________________________

Brief Description of Purchase: _______________________________________________

__________________________________________________________________________

(Section I)  SOURCE JUSTIFICATION - Check boxes as appropriate:

Part A  Award to SINGLE SOURCE. (Check one)

[ ] Reorder based on previous bid or analysis (within one year). Send copy of previous quote. Supply previous purchase order number _____________ PO Date _________________.

[ ] Service Agreements and/or repair services/parts unavailable from any other source except original equipment manufacturer or their designated servicing dealer.

[ ] Compatibility of equipment or supplies required. List equipment with which purchase will be used:
Model # _______________ Serial # _______________ Manufacturer______________________

[ ] Upgrade to existing software, software maintenance, and/or license agreement. Available only from the producer of this software who sells on direct basis only.

[ ] Used or demonstration equipment available at a lower-than-new cost. (Provide copy of quote showing used vs. new pricing.)

[ ] Other. (Explain in Section II)

Part B  Award to SOLE SOURCE (Check box below)

[ ] Only known source in the market. (Explain in Section II technical or other reasons why similar or like items are not available.)

(Section II)  EXPLANATION  (Use additional sheet if needed)

(Section III)  AUTHORIZATION/APPROVALS

Department_______________________________________________________________

Authorization Number__________________________ Requisition Number__________________________

Authorized Signature __________________________ Contact Name ____________________________

(Dean, Associate Dean, Director or Chair) __________________________ Date __________________________

Printed Name & Title __________________________________________ Contact Phone Number __________________________

Printed Name & Title __________________________________________ Contact Phone Number __________________________

MARCH2016
SINGLE/SOLE SOURCE PROCEDURES

Purchasing Services, as part of its normal operating procedures, obtains quotations for goods and services needed by the University. The following guidelines are set forth for use by campus departments in determining the procedures that will be followed for the solicitation of bids and the procurement of needed supplies, equipment and/or services.

(A) Purchases between $5,000 and $25,000
Formal price solicitations are not required for items in this range. However, Purchasing Services does suggest that informal price checking may generate substantial savings. Purchasing Services is available to solicit pricing for departments upon request and may initiate price quotations for any purchase if it is determined to be in the best interest of the University.

(B) Purchases between $25,000 and $50,000
Requisitions in this range must be submitted to Purchasing Services with a Quotation Evaluation form. A minimum of three quotes should be obtained. There are exceptions to this rule, with one being a sole source item. Single/Sole Source Justification form must be completed and submitted with the requisition.

(C) Purchases $50,000 and greater
Purchases at this level are subject to the Request for Proposal (RFP) process. Purchasing Services will work with the requesting department to consolidate purchasing criteria. The RFP will be sent out to a minimum of three vendors. RFP correspondence and responses will process through Purchasing.

Any requested variance from these procedures must be initiated by the requesting department and requires the completion of the Single/Sole Source Justification Form as shown on the first page of this document.

Purchasing Services will have final review/authority to determine whether or not quotations are obtained for items falling in the above categories.

If you would like additional information on purchasing procedures, please contact the Purchasing Services Department at ext. 6-6610 or email to: purchasing@uvm.edu.