Instructions for Completing Single/Sole Source Justification and Quotation Evaluation Forms

Campus departments should follow these instructions to determine how bids should be solicited prior to purchasing goods and/or services.

(A) **Purchases between $2,501 and $25,000**
Formal price solicitations are not required for items in this range. However, Purchasing Services highly recommends that informal price checking may generate substantial savings to your budget. Purchasing Services is available to assist departments by providing them with vendor names and/or contact information to obtain pricing quotes for their needed goods or services.

(B) **Purchases between $25,001 and $100,000**
Requisitions in this range must be submitted to Purchasing Services with a completed Quotation Evaluation Form including a minimum of three vendor quotes attached.

If an item or service can only be purchased from one vendor, then a Single/Sole Source Justification Form must be completed and submitted with the requisition.

(C) **Purchases $100,001 and greater**
Purchases at this level are subject to the Request for Proposal (RFP) process. Purchasing Services will work with the requesting department to develop and incorporate the scope of work into UVM’s RFP template. The RFP will be issued to a minimum of three vendors for formal bids. All RFP documents and vendor correspondence, communications, and responses will be managed by Purchasing.

If an item or service can only be purchased from one vendor, then a Single/Sole Source Justification Form must be completed and submitted with the requisition.

Purchasing Services will have final approval to determine whether Quotation Evaluation Forms or Single/Sole Source Justification Forms comply with UVM policy.

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

See other side for form.
Single/Sole Source Justification Form

Use for all purchases greater than $25,000 when competitive bids cannot be obtained
Refer to Procurement or Lease of Goods and Services

Selected Vendor: ____________________________________________________________

Address: __________________________________________________________________________

Brief Description _______________________________________________________________________

of Purchase __________________________________________________________________________

(Section I) SOURCE JUSTIFICATION - Check appropriate box:

[ ] 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.

[ ] Public emergency or force majeure, will not permit a delay resulting from competitive solicitation.

[ ] Federal awarding agency (or pass-through entity) expressly authorizes noncompetitive proposals in response to a written request from the Federal entity.

[ ] Only known source in the market. (Explain in Section II)

(Section II) EXPLANATION

(Section III) AUTHORIZATION/APPROVALS

Contact Name ____________________________ Contact Phone Number ____________________________

Authorized Signature ____________________________ Date ____________________________

(Dean, Associate/Assistant Dean, Director or Chair)

Printed Name & Title ____________________________ Department ____________________________

Please scan and attach this form to your requisition in PeopleSoft

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