Single/Sole Source Justification and Quotation Evaluation Form

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

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

(B) **NEW 7/1/2018 - Sponsored Projects/Cost Share Fund Purchases between $10,001 and $25,000**
Requisitions in this range for purchases on Sponsored Projects/Cost Share funds, or that could potentially be transferred onto a Sponsored Project at a later date, must be submitted with a completed Quotation Evaluation Form including a minimum of **two supplier quotes** attached, **unless** using an approved contracted supplier, or if the item or service can only be purchased from one supplier, in which case a Single/Sole Source Justification Form must be completed and submitted with the requisition.

(C) **Purchases between $25,001 and $100,000**
Requisitions in this range must be submitted with a completed Quotation Evaluation Form including a minimum of **three supplier quotes** attached, **unless** using an approved contracted supplier or if an item or service can only be purchased from one supplier, in which case a Single/Sole Source Justification Form must be completed and submitted with the requisition.

(D) **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 suppliers** for formal bids. All RFP documents and supplier correspondence, communications, and responses will be managed by Purchasing. If an item or service can only be purchased from one supplier, 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.

For additional information on purchasing procedures, please contact Purchasing Services at 656-6610 or email to purchasing@uvm.edu.
Single/Sole Source Justification Form

Use for purchases greater than $25,000 or
*NEW 7/1/18 for purchases > $10,000 on Sponsored Projects
when competitive bids cannot be obtained.
Refer to Procurement or Lease of Goods and Services Policy

Selected Supplier: ____________________________________________

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.

JULY2018