

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

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 1/1/2021 - 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, can now follow the same guidance as (A) above. **OMB revised an increase to the micro-threshold purchases in November 2020 and UVM will now follow the same guidelines for all purchases.**

(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 (3) 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 (3) 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 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.
