

## Sole Source Justification

Pursuant to University Policy BS09, this form must be completed for a purchase from a sole source without open competition when the purchase is \$10,000 or above. Sole Source Justifications are not to be used to circumvent normal purchasing procedure. They are to be used only as an exception when all reasonable attempts to pursue competition have failed, and a particular purchase of goods or services is clearly and legitimately limited to a sole source of supply. Acceptance of this Justification will be at the sole discretion of Purchasing Services, and dependent upon Requestor's successful showing that it has satisfied at least one Qualifying Criterion. Where a Sole Source Justification has been denied, Purchasing Services will assist the Investigator/Requestor in identifying other suppliers and facilitating a competitive bid process.

Department:

Investigator/Requestor Name:

Supplier:

Description of the supplies or services required including manufacturer and model number if applicable:

Estimated Value:

Funding Source (State, Federal, Other):

Requisition #:

UNAVAILABLE FROM ANY OTHER SOURCE. The product or service required is unavailable from any other source. If you selected this justification, you must answer the following questions:

1. Describe the intended use for this product or service.
  
  
  
  
  
  
  
  
  
  
2. Describe the unique properties that make this product or service available only from this supplier. Include reasons why these properties are required.

3. Describe the process used to select this product, service, or supplier. What other suppliers did you solicit information from? Include the reason(s) for rejecting other products, services, or suppliers. If this product or service is comparable or similar to a previous purchase or if you received price quotes from other suppliers during your research, please include any quotes as backup or reference the previous Purchase Order, if known. Purchasing must still show proof of fair and reasonable pricing and may be able to use the quotes or previous PO information as supporting documentation.
  
4. Is the product or service under patent, copyright, or other legal right that would support the supplier as a sole provider?
  
5. Is this purchase required to match existing equipment or part of a standardization program? Include original PO#.
  
6. Are there resellers or distributors?
  
7. Will this purchase obligate the University to this supplier for future purchases such as maintenance, licensing or continuing need?
  
8. What are the consequences of not securing this specific item or service?

EMERGENCY. The product or service required is due to an emergency situation which could not have been reasonably anticipated and a delay in procurement could cause a threat to public health, welfare or safety, serious financial consequences, or other severe hardship.

Provide detailed information to support this emergency justification.

PRODUCT/SERVICE IS SPECIFIED IN A SPONSORED GRANT OR CONTRACT Describe and attach the grant documentation including page numbers of where the item/resource is referenced and/or the price established.

The above statements, in my professional judgment, are correct. I have researched my requirements to support these findings. I have reviewed the supplier's proposed costs and find those costs to be fair and reasonable for the technical effort proposed. I certify that no personal advantage, gain or privilege has (or will) been given to me through this purchase. I have read and adhere to Policy AD86 Acceptance of Gifts and Entertainment and AD88 Code of Responsible Conduct. In addition, I understand in accordance with Policy BS07 Authority and Procurement, employees may not initiate or have any influence over their college or administrative unit's purchase of goods or services from a business in which the employee, or member of the employee's immediate family (spouse or minor child), has ownership interest of 10% or more in that business. <https://purchasing.psu.edu/conflict-interest-policy>

Investigator/Requestor Signature:

Date:

(For all purchases less than \$25,000 the investigator/requestor may provide the requested signature. For all purchases \$25,000 and above, the investigator/requestor signature shall be provided by the Department Head)

Printed Name:

Title:

Purchasing Department Approver's Signature:

Date:

(For all purchases less than \$25,000 the purchasing agent may provide the approver's signature. For all purchases \$25,000 and above, the authorized approver's signature shall be provided by either the Assistant Director or Director of Procurement)

Printed Name:

Printed Title:

**FINAL DETERMINATION AS TO WHETHER A PURCHASE WILL BE MADE ON A SOLE SOURCE BASIS WILL BE MADE BY THE PURCHASING DEPARTMENT. PURCASHING SERVICES RESERVES THE RIGHT TO COMPETITIVELY BID, NEGOTIATE PRICING, OR OBTAIN ADDITIONAL INFORMATION FROM SUPPLIER OR REQUESTOR.**