

**Messiah College - Department of Procurement**  
**Sole/Single Source Justification**  
(For Noncompetitive Purchases over \$1,000)

<u>Director of Procurement Only</u> _____ _____
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Forward To: Purchasing

([purchasing@messiah.edu](mailto:purchasing@messiah.edu) or bring to 305 Hoffman Building)

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**You must complete this form and receive an approved Sole/Single (SS) number prior to submitting a requisition. You will be provided further details upon approval.**

**Requestor Name and Title:** \_\_\_\_\_

*Note: Requestor must be an expert in the respective field who is able to support the details this justification.*

**Requesting Department:** \_\_\_\_\_

**Contact Phone No:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

Recommended Sole/Single Source Vendor:

**Vendor Name and Vendor No:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

Is the recommended company the manufacturer?  Yes  No

Does the manufacturer sell the item(s) through distributors?  Yes  No

Description of  
Product or Service:

\_\_\_\_\_  
*Describe the full scope of work contemplated including installation if required; items should include brand, model and part number if applicable*

Schedule:

\_\_\_\_\_  
*Identify the date you need items delivered OR number of week/months work is to be performed or items delivered*

Estimated Cost: \$ \_\_\_\_\_

**SOLE SOURCE JUSTIFICATION**

Explain why the recommended Vendor is the only one who can perform the requirement. Address the following: Are there any other companies who can provide this good or service? What condition (e.g. technological superiority, or performance risks, etc.) exists that would give the recommended Vendor a significant advantage over any other company who can do this job?

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It is important to sufficiently address the major reason for requesting a noncompetitive procurement. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions. Use one or more of the following as applicable.

Include additional sheets if necessary.

This specific Vendor is the only source of the required item because (check all that apply):

- The required items are **proprietary to the Vendor**
- A specific item is needed:
  - to be compatible or interchangeable with existing hardware,
  - as spare or replacement hardware,
  - for the repair or modification of existing hardware, or
  - for technical evaluation or test.
- It is not possible to obtain competition** (i.e., only one source is capable of supplying the good or service). *In a brief explanation, provide supporting evidence for the conclusion; other sources considered should be identified and why they are not able to meet the requirements.*
- There is a **substantial technical risk** in contracting with any other contractor, thereby making that an unacceptable course of action (e.g., where only one contractor has been successful to date in implementing a difficult project). *In a brief explanation, provide supporting evidence of other Vendor's with relevant capabilities and emphasize their inability to overcome the substantial technical risk.*
- For contracted services, there is no reasonable expectation that a significant cost or other improvement could be made in the present Vendor's performance (e.g., the chances of another firm winning a competition are clearly remote). *Please provide a brief explanation.*

**ACKNOWLEDGEMENT**

This Section Must be Completed

- I am aware of the Messiah's policy for obtaining quotes for purchases over \$1,000.00 and competitive bidding for purchases over \$5,000, as well as the criteria for justification for Single/Sole Source Procurement. I have gathered the required technical information and have made a concentrated effort to review comparable/equal equipment (e.g., market research). I have attached the pertinent documentation showing what market research was conducted to rule out other items from consideration.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date