

## Single/Sole Source Justification Form

*Use for all purchases of \$10,000 or more when low bidder has not been selected*

Refer to the bids and quotations of the Procurement Policy at:

<https://case.edu/compliance/university-policies>

**Brief Description of Purchase:** \_\_\_\_\_

---

Selected Vendor: \_\_\_\_\_

Check boxes as appropriate:

### (SECTION I) SOURCE JUSTIFICATION

#### PART A

**Award to SINGLE SOURCE** (*Check one*)

- Reorder based on previous bid or analysis (within one year). Send copy of previous quote. Supply previous purchase order number \_\_\_\_\_ PO Date \_\_\_\_\_.
- Repair services or 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 Number \_\_\_\_\_.
- Upgrade to existing software. Available only from the producer of this software who sells on direct basis only.
- Used or demonstration equipment available at a lower-than-new cost. (Provide copy of quote showing used vs. new pricing.)
- Other. (*Explain in Section III*)

#### PART B

**Award to SOLE SOURCE** (*Check box below*)

- Only known source in the world. (*Explain technical or other reasons why similar or like items are not available for cost/price analysis in Section III.*)

**(SECTION II) ESTABLISHMENT OF PRICE REASONABLENESS**

Analysis of offer and/or offers has determined that the price proposed is determined to be fair, reasonable and in the best interests of the University based on the following:

- Price obtained was from a catalog or standard price list regularly maintained by the vendor covering standard commercial products sold . *(Attach copy of vendor's price list.)*
  
- Price obtained includes a discount from current list prices. *(Attach copy of quote showing list price and net price paid.)*
  
- Other. *(Explain Below.)*

**(SECTION III) EXPLANATION**

*(Use additional sheet if needed)*

**SECTION IV AUTHORIZATION/APPROVALS**

Department \_\_\_\_\_ Requisition/Order Number \_\_\_\_\_  
Authorized Signature \_\_\_\_\_ Contact Phone Number \_\_\_\_\_  
Printed Name \_\_\_\_\_ Contact E-mail Address \_\_\_\_\_  
Purchasing Authorization: Signature \_\_\_\_\_ Date \_\_\_\_\_

***Procurement Office Use Only***

PO Number _____	Date _____	
Indicate any savings made available from the sole or single source vendor.		
_____	_____	_____
List Price	Net Price	Savings
Buyer Comment:		
_____		
_____		
Buyer _____	Date _____	Manager _____
		Date _____