

# Welcome to the March 2026 Procurement and Distribution Services Newsletter!

**This newsletter is dedicated exclusively to introduce the new Single/Sole Source Justification (“SSJ”) Form. It contains a lot of useful information you will want to read and refer to if you are making purchases over \$9,999.**

Effective April 1, 2026 Procurement has updated the university SSJ form. This new form strengthens the university’s compliance documentation with Uniform Guidance (2CFR 200.317 – 200.320), brings clarity to the purchasing process and reflects regulatory expectations. Most importantly, the updated form aids in keeping the university in good standing so that it can continue to receive federal funding without interruption and it makes justification steps easier to follow.

## **What the new form is designed to do – This form answers three questions:**

1. Why was competition not obtained?
2. Whether the purchase meets federal requirements (if federal funds are used)?
3. Is the price fair and reasonable?

## **When do you need to use it?**

- For ALL Federally Funded purchases over \$9,999.99 when competition is not obtained
- For all other purchases over \$9,999.99 when competition is not obtained, unless the category and dollar amount qualify for a **Bid Exemption** form instead. Refer to the How to Buy Guide for further information. (How to Buy Guide) [add link](#)

## **Where can you find the new SSJ form?**

- The new SSJ can be found on our webpage under the purchasing tab in the forms section. (New SSJ Form)[add link](#)

## **Why do I need to use the new SSJ form?**

- The new form contains relevant and necessary information that strengthens compliance controls and maintains consistency with federal standards.

## How do I use the new SSJ form?

- If *any* portion of the purchase uses **federal dollars**, treat the requisition as **federally funded** and fill out ALL sections of this form, **NO EXCEPTIONS**.
- If you are NOT using Federal Funds, **you do not have to complete Section III**.
- **Funding Source:**
  - Identifies the funding source, Include Speedtype(s) for the requisition.
- **Section I – Description of Purchase:**
  - Description, Supplier and Total \$\$
- **Section II – Why Competition Was Not Obtained:**
  - Select reason why competitive quotes were not obtained.
- **Section III – Federal Noncompetitive Basis** (only required in Federal Funds are being used)
  - Demonstrates that the reason for non-competitive procurement fits Federal requirements. ***You must select one.***
  - Note: Federal purchases require BOTH sections II and III to be completed.
- **Section IV – Market Research/Alternatives Considered** - Show that alternative vendors/products were considered.
  - Catalogue/List price – same price being charged to CWRU is being charge to others
  - Discount from list – CWRU is being charged less than published price
  - Historical pricing – previously purchased and price is still similar, price has remained stable over time, changes in price are explainable
  - Market Comparison – provide pricing for similar good/service
  - Independent Estimate – reasonableness of price/rates/fees can be explained by similar rates or from individual's expertise in an area
- **Section V – Explanation of Price Reasonableness** - Explains your due diligence from Section IV and why the price is fair.
- **Section VI – Justification Summary** - Summarizes the full justification, why this supplier, why competition wasn't possible, and why the purchase is necessary.
- **Section VII – Department Authorization** – Please ensure all sections are filled out.

## Common Mistakes to Avoid

- ⊘ Assuming Section II and III are the same
- ⊘ Skipping Section III when federal funds are involved
- ⊘ Leaving out price reasonableness (Section V)
- ⊘ Submitting an incomplete form or inadequate justification

Procurement will push back forms that are incompletely and inadequately filled out. Please contact us if you have questions on how to use this form at [customercare-pds@case.edu](mailto:customercare-pds@case.edu).