

LAFAYETTE COLLEGE

Sole Source Justification Form

Return to: Procurement Services, 030 Marquis Hall 610-330-5017 procurement@lafayette.edu

As required by Lafayette College Procurement Policy, any purchase of goods or services of **\$25,000 or more**, where competitive bids/solicitations have not been obtained, must be accompanied by a sole source explanation/justification. Requestor completes Parts 1 & 2, secures hard copy original signatures in Parts 3&4, and attaches to the requisition as an "internal" attachment with any other supporting documentation.

****For any proposed procurements that utilize a federal funding source(s), this form must be submitted and have PRIOR SIGNATURE APPROVAL from the Dir. of Sponsored Research. ****

Please indicate on the appropriate line the reason(s) the purchase listed below is requested to be awarded without competitive bidding. Please use the explanation boxes to provide details justifying the use of a sole source supplier, and why the pricing of the goods or services listed is considered fair and reasonable in the absence of a competitive bidding process. Section 6 of the Procurement Policy lists acceptable reasons for sole sources, a partial list of those reasons is provided below. Attach all germane supporting documentation.

Requesting Staff/Faculty/PI Name/Department: _____

Requisition Number: _____ Sole Source Amount \$ _____

Proposed Vendor/Manufacturer/Model: _____

Why is the Product or Service needed? (Intended Use, attach supporting documentation) _____

Reminder: It is strongly suggested you contact Facilities to be sure other requirements for the equipment have been reviewed and addressed, such as power & space requirements, logistics to place equipment, other hook-ups required for operation such as gases.

Part 1 Single/Sole Source Explanation: check one or more

- _____ 1.) No comparable item available /proprietary- sold through manufacturer direct or single distributor.
- _____ 2.) Contract amendment for time extension, or without additional increases of funds, or to exercise options part of a previously approved amendment that are within scope of original contract.
- _____ 3.) Must match existing equipment/requires design compatibility/existing maintenance contract, available only from original equipment manufacturer of qualified source. Repair/maintenance items only available from OEM.
- _____ 4.) Proprietary software: purchase/ upgrade/license/subscription: available only from original software house or exclusive distributor.
- _____ 5.) Has already been competitively bid through established group cooperative purchasing organizations (GPO) .
- _____ 6.) Supplier is uniquely capable of meeting College objectives: Good(s) or Service(s) are unique and available only from single vendor (detail explanation must be provided, box 1).
- _____ 7.) Emergency Purchase/contract necessary for the immediate preservation of health, welfare, or safety, or protection of College property or programs;

- ___ 8.) Public entertainment contract for College-sponsored speakers, concerts, exhibitions, etc.
- ___ 9.) Contract for conference or meeting facilities, including room accommodations, for conference attendees.
- ___ 10.) Other (refer to # found in the Procurement Policy, Section 6). _____

Box 1(required for items checked above): Explain Part 1 Selected Reason(s) for Sole Source. Clarify why supplier is the ONLY supplier that will meet your requirements; attach add '1 pages if needed. Why is purchase restricted to the proposed vendor? What efforts have you made to identify other sources (Compare features of brands, products, services considered, detail uniqueness of equipment, how specifications /requirements were determined, etc.)

Part 2. Establishment of Fair and Reasonable Pricing

Describe steps taken to assure pricing/rates are fair and reasonable-attach supporting documentation

- ___ Price obtained from a catalogue or standard price list sold to general public
- ___ Pricing obtained via membership in group cooperative purchasing organizations (GPO) which was subjected to a competitive pricing process, offers better pricing than to general public, and meets institutional policy guidelines
- ___ Quoted prices net vendor discounts reflect prices lower than available to general public, and reflect substantial savings of \$ _____
- ___ Other (please elaborate in Box 2 below).

Box 2: Explain how fair & reasonable pricing was established. (Required for items checked above). Attach supporting information such as price lists, catalogue pages, discounts, etc. and detail other relevant information supporting the explanations.

Part 3 Approvals-Requisitioner to secure all needed signatures

I am aware of and agree to abide by the College’s procurement and other applicable policies and guidelines governing ethical standards and Conflict of Interest. I do not have, nor does any member of my family, any financial interests in the supplier under consideration.

Requesting Faculty/PI/Staff Member Signature/Date Printed Name/Title

Dean, Director, or Department Head Signature/Date Printed Name/Title

****>IF FUNDING SOURCE IS A FEDERAL GRANT/SPONSORED FUND(S)**

Director of Sponsored Research Signature/Date Mary Ellen Jackson
Printed Name

****>If REQUEST IS \$100,000 OR MORE:**

Assoc. VP Finance and Administration Signature/Date Craig Becker
Printed Name

Forward to Procurement Office for completion of Part 4 after signatures above are obtained**

Part 4. Procurement Office

_____ Justification appropriate

_____ Support for justification incomplete; department representative contacted and advised.

Director of Procurement Signature /Date Patricia Reich
Printed Name

Completion of this form does not guarantee the approval of the procurement request. Urgent Requirements for sole source purchases caused by poor planning, or the non-availability of funds, will not normally be approved unless the need of expediting the request outweighs the harm of restricting competition.

Procurement Services reserves the right to solicit additional information, request additional information from requestor, and/or competitively bid or negotiate pricing.