

## Single/Sole Source Justification Form

To meet the UNBC Purchasing Policy, the requestor shall complete this form as documentation to forego the normal competitive bid process and place a single/sole source order (>\$2,500.00) with the requested vendor for the reasons as stated. The completed form is to be attached to the WebReq.

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**Single Source** – more than one vendor exists that can provide the goods or services needed, but a competitive sourcing process is not used due to technical, commercial, or other business considerations. Contract extensions longer than a year should be treated as a single source.

**Sole Source** – there is only one vendor that can provide the goods or services required.

**Completion of this form does not constitute approval that the proposed vendor will be selected. If additional information is required, the requestor is responsible for providing the required information and documentation to Contracts & Supply Chain Management.**

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Submitted by:

Title:

Date:

Estimated Price:

Source Type:

Single Source

Sole Source

Proposed Vendor:

Material or Service Description:

The requested product or service has unique design/performance specifications which are essential to protocol, clinical service, or other needs that are not available in comparable products.

The sole provider of goods/service/maintenance of an OEM product.

Upgrade to existing software or equipment available only from the manufacturer or their designated service dealer.

Business reasons (i.e. required on-site date, standardization, technical specifications)

Other

Justification with supporting evidence for Single/Sole Source (for all items checked, an explanation is REQUIRED):