



**For State requests \$50,000 and over please contact the Buyer as additional information will be needed.**

If available, Requisition or Contract #:

Supplier:

**TYPE OF PROCUREMENT:** *(Select one)*

**Sole Source:** Only one supplier is capable of supplying the required commodity or service, BSU engages one supplier based on below written justification.

**Single Source:** Although two or more suppliers can provide the required commodity or service, BSU selects one supplier over another based on below written justification.

**JUSTIFICATION:** *(Select one)*

**Only known supplier.** (List the suppliers who were contacted below and the specific reasons why each was not a viable source).

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**Only known qualified supplier.** (List the qualifications that each source or items meet. If another supplier offers a similar item, provide the item identification, supplier information and comparable pricing).

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**Supplier is proprietary or unique.** (The selected supplier is the only provider of this item or service. List the reasons why no substitute item can be used and if no similar item is available).

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**Continuation of an ongoing service or addition to a critical system already procured from that supplier.** (List the reasons why it would not be cost effective and/or schedule effective and/or technical risk mitigation prudent to procure with another supplier for this procurement).

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**(RF Only) Written pre-approval from the awarding agency.** (Award document must be included, with an indication as to where written approval can be found in the document ).

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**DESCRIPTION & REASONABLENESS OF PRICE:**

*(Provide written explanation, technical reasoning and/or evidence of the claim. Attach additional pages if necessary)*

I certify that statements checked, and information provided above, are complete and correct to the best of my knowledge. I understand that the processing of this single/sole source justification precludes the use of full and open competition.

**DEPARTMENT SIGNATORY**

SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

## SINGLE/SOLE SOURCE JUSTIFICATION GUIDELINES

Staff are responsible for providing and certifying as accurate and complete necessary data to support their recommendation for other than full and open competition. The justification must demonstrate that only one company can perform. The following are examples of explanations for an Sole/Single Source Justifications (SSJ):

- a. The supplies/services to be acquired are unique.
- b. Time is of the essence and only one known source can meet BSU's needs within the required timeframe; administrative delays do not justify urgency for SSJ.
- c. Data is unavailable for competitive procurement.
- d. It is necessary that the item being acquired be compatible and interchangeable with existing equipment.

### **\*\* IMPORTANT \*\***

- The two most of ten cited reasons for SSJ are uniqueness and timeframe. These are of ten confused and inappropriately interchanged. If a supplier is unique and if their uniqueness is adequately substantiated, a discussion of timeframe is inappropriate. If the basis for the SSJ is timeframe, a discussion of uniqueness should not be made or alluded to.
- Statements that a supplier has the best capability or offers the lowest price are not bases for an SSJ. Such determinations can only be made through full and open competitive processes.
- Rationale that the recommended source is the most highly qualified to perform but does not establish why other sources cannot perform is not acceptable.
- Incumbency does not justify an SSJ.
- Administrative delay or lack of adequate advanced planning resulting in urgency does not justify an SSJ.

### **Reasonableness of Price**

A few ways that this can be documented are listed below:

- The vendor's published price list and documented discount
- Invoices or cost sheets from prior state contracts
- Comparisons to other vendors' prices for similar products/services (RFQ)
- Comparison to similar purchases by other campuses
- Price or cost analysis
- Historical cost or price comparison