Office of Procurement and Strategic Sourcing
Sole/Single Source Justification

The University of Richmond requires a justification for non-competitive procurement for acquisitions over $5,000 or that are not covered under an existing contract.

What is a Sole or Single Source Justification?
"Sole Source" is defined as the source selected when there are no other sources reasonably capable of providing the goods or services except for the one selected. Your reason for selecting a sole source must be specific and in your own words. Example of a sole source: the goods or services can only be purchased from this vendor or independent contractor, the source offers unique knowledge, experience or technical capabilities; the source demonstrates a unique capability or quality not otherwise available from other sources, or is the only source with the availability of the products for the time frame needed.

"Single Source" is defined as a source selected specifically by the requisitioners due to the compatibility or standardization of the equipment, replacement parts, training, or some other unique purpose even though other sources are available. Examples of single source: the source was selected under a previous competitive purchase, the source provides continuity of services, selection of the source is based on an urgent need, or there is another reasonable basis for selecting the recommended source for satisfying this requirement. The single source can also be used in emergency situations.

In conjunction with the University of Richmond Procurement Code of Ethics, all employees are to give first consideration to the objectives and policies of the University and make every reasonable effort to competitively bid all acquisitions over $5,000.

This form is to be completed by the requisitioners making the determination to use a "sole/single source" justification for this purchase and must be approved by the vice president or dean of the division or school.

Section I

Proposed Vendor: _____ **Estimated Price:** _____

Please provide a brief description of the product or service being contracted. Include the expertise of the contractor/vendor (experience, management and knowledge of product), any time constraints (delivery of product, impact on program if dates are not met, length it would take for another contractor to reach the same competence). Be as specific and concise as possible.

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Section II – Justification

1) Does the product or service have a unique design/performance specification essential to the need of the department and not available in comparable products? If yes, please explain these specifications. (An example of this would be an instrument that failed that was in use for a particular type of scientific research. Although a department may have specific requirements for a vehicle, a vehicle purchase would most likely not qualify as a single/sole source, as there are numerous cars and dealerships available.)

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2) Is the product or service an integral part, service or accessory compatible with existing equipment? If so, what is the existing equipment?

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3) I have contacted other suppliers and considered their product/service of similar capabilities. These products are not acceptable because they are lacking one or more of the specifications described in Section I above:

Vendor Name: Product description and deficiency:

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Vendor Name: Product description and deficiency:

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4) Is the product or service a standard at the University, whereas the University has made a substantial investment of time, specialized training, correlated products and/or extensive experience? Explain:

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SECTION III – Funding

Index: _____ Account: _____Project Name: _____

Grant Name (if grant related): _____

SECTION IV – Approval

I certify that to the best of my knowledge the information provided is true and accurate and I have no financial or other interest in this vendor.

Requestor Name: _____ Title: _____

Department: _____

Signature: _____ Date _____

Department/Division Approval

Dean/AVP/VP _____ Title: _____

Department: _____

Signature: _____ Date _____

Grants Accounting Approval

If purchase is grant funded, Grants Accounting must also approve the request. Otherwise, this section should be left blank.

Name: _____ Title: _____

Signature: _____ Date _____

Procurement and Strategic Sourcing Approval

Name: _____ Title: _____

Signature: _____ Date _____

COMPLETION OF THIS FORM DOES NOT GUARANTEE THE APPROVAL OF THE PROCUREMENT REQUEST. PROCUREMENT AND STRATEGIC SOURCING RESERVE THE RIGHT TO COMPETITVELY BID, NEGOTIATE PRICING OR TO SOLICIT ADDITIONAL INFORMATION AND REMAINS THE FINAL AUTHORITY ON ALL PROCUREMENT ISSUES.