



Single/Sole Source Justification Form

Use for all purchases of \$5000 or more when low bidder has not been selected

Refer to the bids and quotations policy at:

<http://www.case.edu/bizpolicies/procure>

Purchase: _____

Selected Vendor: _____

Check boxes as appropriate:

(SECTION I) SOURCE JUSTIFICATION

PART A

Award to **SINGLE SOURCE** (Check one)

- Reorder based on previous bid or analysis (within one year). Send copy of previous quote. Supply previous purchase order number _____ PO Date _____.
- Repair services or parts unavailable from any other source except original equipment manufacturer or their designated servicing dealer.
- Compatibility of equipment or supplies required. List equipment with which purchase will be used: Model # _____ Serial Number _____.
- Upgrade to existing software. Available only from the producer of this software who sells on direct basis only.
- Used or demonstration equipment available at a lower-than-new cost. (Provide copy of quote showing used vs. new pricing.)
- Other. (Explain in Section III)

PART B

Award to **SOLE SOURCE** (Check box below)

- Only known source in the world. (Explain technical or other reasons why similar or like items are not available for cost/price analysis in Section III.)

(SECTION II) ESTABLISHMENT OF PRICE REASONABLENESS

Analysis of offer and/or offers has determined that the price proposed is determined to be fair, reasonable and in the best interests of the University based on the following:

- Price obtained was from a catalog or standard price list regularly maintained by the vendor covering standard commercial products sold . *(Attach copy of vendor's price list.)*
- Price obtained includes a discount from current list prices. *(Attach copy of quote showing list price and net price paid.)*
- Other. *(Explain Below.)*

(SECTION III) EXPLANATION

(Use additional sheet if needed)

SECTION IV AUTHORIZATION/APPROVALS

Department _____ Requisition/Order Number _____

Authorized Signature _____ Contact Phone Number _____

Printed Name _____ Contact E-mail Address _____

Purchasing Authorization: Signature _____ Date _____

Procurement Office Use Only

PO NUMBER _____	DATE _____	
Indicate any savings made available from the sole or single source vendor.		
_____	_____	_____
List Price	Net Price	Savings
Buyer Comment:		

_____	_____	_____
Buyer	Date	Manager
		Date