



EXPLANATION OF SOLE SOURCE JUSTIFICATION

Pursuant to the policies of the Stevens Institute of Technology, as well as the provision of Circular A-110 of 31 U.S.C. 503 governing purchases under grants issued by Federal agencies, the Institute must procure all material, equipment, supplies and services via competitive means whenever practical. However, the Institute may waive the competitive process and approve sole source procurement if the requestor can adequately justify its use. In cases where an acceptable supplier for a similar product or service cannot be identified, the requestor must document that a good faith effort has been made in seeking other sources. An explanation of the unique technical specifications of the product and/or services and how they are essential to the project are required, as well as identification of the companies that were contacted in the search for alternate sources. Purchasing Agents may use this information in conducting their own market search. Sole source justification cannot be based on quality or price.

A sole source justification must be completed for all purchase requests greater than \$2,500 that do not have three competitive bids.

INSTRUCTIONS

- 1) Please type or print legibly.
- 2) Complete all questions and provide full explanation, complete descriptions, and/or list all relevant reasons where space has been provided. Sole Source Justification forms lacking sufficient detail cannot be approved.
- 3) Sign and date the form at the end and forward to Procurement.
- 4) Common (though not exhaustive) reasons why vendors selling/providing/or manufacturing similar products and/or services are not acceptable are:
 - a. The product will be used with existing equipment and is:
 - i a repair/replacement part
 - ii an accessory or option
 - iii a component to be interfaced to match existing equipment
 - b. The product is essential to maintain experimental or administrative continuity
 - c. The product is one with which requestor and/or staff have specialized training or extensive experience. Retraining would incur added costs to the project.
 - d. Similar products lack the unique specifications explained in #1 of the "Sole Source / Proprietary Justification form:



SOLE-SOURCE / PROPRIETARY JUSTIFICATION

Stevens Institute of Technology requires that all material, equipment, and supplies be procured via competitive means when the amount is greater than \$2,500. This justification is designed to assist faculty and staff in providing the information and approvals necessary for processing requisitions for a sole brand and/or sole-source purchase of products or services.

Purchase Requisition Number: _____

1. Identify the features or characteristics which are unique to the requested product/service, and/or unique qualifications of the individual/company as it relates to the requested product/service.

2. Briefly explain the need for the unique features or characteristics. (This explanation must address the critical importance of the unique characteristic[s] as it applies to its intended use and/or purpose in your operation.):

3. Identify other sources whose product\service(s) have been reviewed and why they are not satisfactory:

YOUR APPROVAL AFFIRMS THAT:

- No substitute or equivalent product/service exists in the marketplace that can meet your operational needs.
- No employee/employer relationship exists (*IRS regulations and guidelines*).
- The cost for the product\service is within the range of like products/services.
- The vendor is not related to anyone who has authority over this purchase and has not been employed by Stevens within the past 12 calendar months (*Government Code; Section 2252.901*).
- Supplier has not been paid by Stevens to develop/recommend specifications or requirements (*Government Code; Section 2155.004*).
- These statements are true and correct, and no other material fact or consideration offered or given has influenced this recommendation for a sole-source/proprietary purchase.

Principal Investigator: _____ Date: _____ Ext.: _____

Department Head: _____ Date: _____ Ext.: _____

OSR: _____ Date: _____ Ext.: _____

Procurement: _____ Date: _____ Ext.: _____

Chief Financial Office (if > \$25,000) _____ Date: _____ Ext.: _____