



University policy specifies that all orders over \$25,000 are subject to competitive bidding. For items that cannot be bid, users may submit the following form which can be created using Procurement Services' online tool at <https://www.dfa.cornell.edu/procurement/tools-forms/forms/source-justification>.

Single Sole Source Justification Form

To send the form to your business service center:

- Click on the "PDF" link for the appropriate form
- Open the form and attach the form to an email and send it to your business service center
- Or save the file and attach to your I Want Document (IWNT DOC)

[Create New Justification](#)

Edit	PDF	Account Code	Vendor Name	Requisition or E-doc Number	Date submitted	Date changed
edit	PDF	Test123	Test Vendor		Fri, 02/02/2018 - 3:30pm	Fri, 02/02/2018 - 3:32pm

You may begin a new justification form or you may edit a previously used form.



Single Sole Source Justification Form

▾ **Part I: Ordering Department/Supplier Information**

Account Code

Department Name

Requisition or E-doc Number

Vendor Name *

Will any funds from grants, contracts, or federal funds be used to pay for these goods or services? *

Regulations limit federally-funded noncompetitive procurements to documented situations where the item is available only from a single source, in event of a public exigency or emergency, or where expressly authorized by the federal agency. (2 CFR 200.320(f))

No

Yes

Step 1:

- Enter the name of the vendor you are requesting as the single/sole source for the requisition.
- Answer the question on grants, contracts, and federal funds.



Part II A

Explanation for Single/Sole Source *

Select one or more of the following statements to support why the requisition noted above should be a single/sole-source purchase. Any selection requires explanation in the additional space provided, which follows. Select all that apply.

** Indicates this criterion is not solely sufficient for federally-funded procurements.

Competitive assessment, significant evaluation process performed, which included demonstrations. (Attach your evaluation of the demonstrations for each vendor.)

Unique specifications or program and/or approved by senior leader of unit/organization (provide name below). **

Explain Selected Reason(s) *

Explanation for Part II A is required for ANY selected statement. It must correlate to the box checked in Part II A above. Information provided might include research performed or subject matter expertise detailed to justify the use of this particular vendor and their product. This must clearly indicate why the proposed vendor is the ONLY vendor that will meet your requirements. (Please attach documents if additional space is required).

A large, empty rectangular text input area with a light gray background, intended for providing a detailed explanation for the selected reason(s) in Part II A.

Step 2:

- Select the explanation(s) that best fits the reason for your single/sole source request. A series of check boxes are provided to help guide you in your explanation. Choose as many as needed.
- Provide a detailed explanation for the selection(s) in the text box.



Part II B

Establishment of the Reasonableness of the Price *

Select one or more of the following statements to indicate why you feel the accepted non-competitive price was fair and reasonable. Any selection requires explanation in the additional space provided, which follows. Select all that apply.

- The price was obtained from a catalog or standard price list for items sold to the general public. Reason: substantial quantities. (Catalog or price list must be provided or be on file.)
- The quoted price minus the vendor's donation and/or discount is lower than price available to the general public and reflect substantial savings. Must state dollar or percentage and explain the dollar calculation below.
- The quoted prices compare favorably to market prices, or to previous prices competitively obtained and found to be fair and reasonable, which were paid for the same or similar items. Please fill the date, PO# and bid below.
- The vendor has certified that the prices offered are equal to or lower than those offered to any government agency or private institution for both like items/services and quantities. (Includes published educational discounts)
- Independent sources indicate that this price is reasonable (e.g., public contracts, Group Purchasing Organization, Kelly Blue Book, Edmunds, consortium)
- Other reason(s)

Explain Selected Reason(s) *

Explanation for Part II B is required for ANY selected statement. Information provided might include a catalog price page, pricing for similar products or other price comparison information gathered to justify price reasonableness.

Step 3: Since competitive pricing cannot be established, please provide the rationale on how the price was determined and why the price is considered reasonable.

- Select the check box(es) that best matches your explanation. Choose as many as needed.
- In addition, a detailed explanation is required.



▼ **Part III: Certification**

Certification *

I certify that, to the best of my knowledge, I have investigated and found that the above reasons and explanations justify this requisition as a single/sole-source purchase, and that price reasonableness is adequately confirmed. I am the individual who has gathered and provided this detailed information, and any further questions regarding these details can be directed to my attention. I further certify that this is an arms-length transaction and that any relationship between me, the requestor, or the authorizer will be disclosed to the procurement agent as part of this order.

Certification

I certify that, to the best of my knowledge, I have investigated and found that the above reasons and explanations justify this requisition as a single/sole-source purchase, and that price reasonableness is adequately confirmed. I am the individual who has gathered and provided this detailed information, and any further questions regarding these details can be directed to my attention. I further certify that this is an arms-length transaction and that any relationship between me, the requestor, or the authorizer will be disclosed to the

Create PDF

Step 4:

- Check the certification box to acknowledge that you understand and agree that a sole source is the appropriate action for this purchase.
- Click the “Create PDF” button to save the form.
- Go to Step 5 to submit the justification form.



✔ Your submission has been saved.

Single Sole Source Justification Form

To send the form to your business service center:

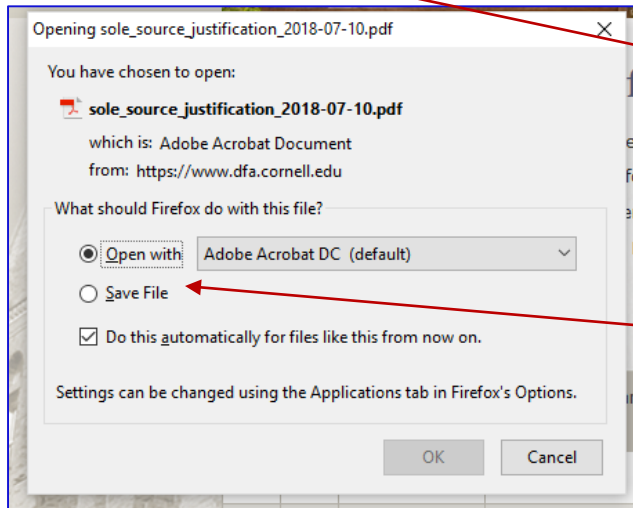
- Click on the "PDF" link for the appropriate form
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Edit	PDF	Account Code	Vendor Name	Requisition or E-doc Number	Date submitted	Date changed
edit	PDF		TEST		Tue, 07/10/2018 - 8:41am	Tue, 07/10/2018 - 8:41am

Step 5: Submit the Justification form.

- After clicking the "Create PDF" button, you will receive confirmation that the form has been created and saved.
- In the table, you will see the new single/sole source form and any previous forms that you have created and saved.



To submit the form, click the pdf icon to open the form, then:

- Print it, and mail it to your BSC **or**
- Select "Save File" and e-mail it to your BSC or attach to your I Want Document or Requisition.