

**PURCHASING DEPARTMENT**

**SOLE SOURCE JUSTIFICATION ($5,000-$110,900)**

**INSTRUCTIONS:**

The College of New Jersey is committed to a program of open and competitive bidding in the purchase of goods and services regardless of the source of funding. A sole source purchase request cannot be considered unless it is clearly demonstrating that no other comparable goods or services can meet the requesting department’s needs. Brand preference, history with the vendor and time constraints may not be used as reasons for bypassing normal purchasing procedures. Competitive procurement procedures will be used unless the rationale presented clearly meets the College's criteria for sole source procurement.

When a request is made for a sole source purchase the requesting department must include a written justification that addresses the question listed below.

**If the justification submitted is not sufficient, the requisition will be returned to the requesting department for additional information.**

**Please complete the following (print or type):**

**[ ]  SOLE SOURCE: Goods or services is available from one vendor only. Item is one-of-a-kind and is not sold through distributors. Manufacturer is sole distributor.**

**[ ]  GRANT REQUIREMENT: The goods or services are identified and or mandated in the grant proposal.**

**VENDOR NAME: DEPARTMENT:**

**DATE: \_\_\_\_\_\_\_\_\_ PRICE (attach copy of vendor quote):**

**GOODS OR SERVICES PURCHASED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Provide a written narrative explaining why the procurement of the requested goods or services cannot be obtained through either a formal or informal bid process. Attach additional sheets if necessary.

1. What are the unique performance features of the product requested that are not available in any other product? (Services: What unique qualifications does this vendor possess?)

1. Why are the unique performance features REQUIRED (not merely preferred), and how would your department be inhibited without this particular good(s) or service(s)?

**[ ]** Justify if proprietary Hardware/Software is only available from this supplier, which performs the service only on a direct basis attach documentation that the hardware or software is proprietary and only this supplier is sole source.

**[ ]** Justify if the equipment purchased must be compatible with existing equipment and/or standardizing on equipment which is necessary to assure interchangeability of parts, please justify.

**CERTIFICATION:**

I am aware of the College requirements for competitive bidding and the established criteria for justification for sole source purchasing. As an approved department representative, I have gathered the required specifications and have made a concerted effort to review comparable equipment and/or sources for this purchase. I hereby certify that this justification for sole source procurement meets the College's purchasing criteria.

REQUESTOR:  Title:

(please print or type) (please print or type)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**APPROVAL:**

PURCHASING DEPARTMENT:

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_