SOLE SOURCE JUSTIFICATION FORM

Return completed form to Procurement Services, 011 Marquis Hall | 610-330-5017 | procurement@lafayette.edu

Purpose and instructions

As required by Lafayette College Procurement Policy, purchases of goods or services of $25,000 or more without competitive bids/solicitations require a sole source explanation and justification. The requestor completes Parts 1 and 2, obtains original signatures in Part 3, and attaches the form and supporting documents to the requisition as an "internal" attachment.

Federal funding: For any proposed procurement using federal funding, prior signature approval from the Director of Sponsored Research is required.

Request information

Requesting faculty / staff / PI and department:

_____

Requisition number: **Sole source amount: $**

_____

Proposed vendor / manufacturer / model:

_____

Why is the product or service needed? (Intended use; attach supporting documents.)

_____

_____

Equipment reminder: Contact Facilities to review applicable power, space, delivery, installation, and utility requirements.

Part 1 | Sole source explanation

Check one or more applicable reasons. Provide details in Box 1 below.

☐ 1. No comparable item available; proprietary item sold directly by manufacturer or sole distributor.

☐ 2. Contract amendment for time extension, without additional funding, or exercise of previously approved options within original scope.

☐ 3. Compatibility with existing equipment, design, or maintenance contract; OEM or qualified source required.

☐ 4. Proprietary software purchase, upgrade, license, or subscription available only from original developer or exclusive distributor.

☐ 5. Competitively solicited through an established group/cooperative purchasing organization (GPO).

☐ 6. Supplier uniquely capable of meeting College objectives; goods or services available only from one vendor.

☐ 7. Emergency purchase needed to protect health, welfare, safety, College property, or programs.

☐ 8. Public entertainment contract for College-sponsored speakers, concerts, exhibitions, etc.

☐ 9. Conference or meeting facilities, including attendee accommodations.

☐ 10. Other (refer to Procurement Policy, Section 6).

Box 1 — Required explanation: Why is this supplier the only acceptable source? Describe alternatives considered, source research, specifications, and unique requirements.

_____

_____

_____

_____

Part 2 | Fair and reasonable pricing

Check applicable evidence of price reasonableness and explain in Box 2.

☐ Catalogue or standard price list offered to the general public.

☐ Cooperative purchasing organization pricing established through competition and consistent with institutional guidelines.

☐ Quoted vendor discounts below public pricing; estimated savings: $_____

☐ Other (explain below).

Box 2 — Required explanation: Describe how pricing was evaluated; attach quotes, price lists, catalogue pages, discounts, or other supporting evidence.

_____

_____

_____

_____

Part 3 | Requestor and administrative approvals

I agree to comply with College procurement policies, ethical standards, and conflict-of-interest requirements. Neither I nor a member of my family has a financial interest in the proposed supplier.

Requesting faculty / PI / staff member

Signature: _____ Date: _____

Printed name / title: _____

Dean, director, or department head

Signature: _____ Date: _____

Printed name / title: _____

Director of Sponsored Research — REQUIRED for federal grant / sponsored funds

Signature: _____ Date: _____

Printed name / title: _____

Associate AVP Operations — REQUIRED for requests of $100,000 or more

Signature: _____ Date: _____

Printed name / title: _____

After obtaining applicable signatures, forward to Procurement Services for Part 4.

Part 4 | Procurement Services review

☐ Justification appropriate.

☐ Supporting justification incomplete; department representative contacted and advised.

Director of Procurement

Signature: _____ Date: _____

Printed name: _____

Completion of this form does not guarantee approval. Urgent requests caused by poor planning or unavailable funds normally will not be approved unless expedited need outweighs the harm of restricting competition.

Procurement Services reserves the right to request additional information, conduct competitive solicitation, or negotiate pricing.