



Single/Sole Source Justification

Overview: This form is used to justify a single or sole source purchase for goods and/or services above MSU’s competitive bid limit (\$25,000), where the unit is asking for no competitive bid to be executed. The form must be completed and attached with any supporting materials (including initial supplier research) to the requisition. Signatures must be obtained from appropriate unit leadership based on the estimated cost.

Justification type

The requestor must select and be able to defend a justification type based on the definitions below in alignment with the [Manual of Business Procedures \(MBP\) Section 270](#).

- This purchase is being requested with a **single source** justification. Single-source purchase requests will be considered in instances where alternate products and sources exist, but only one truly meets the needs of the requesting unit and all others are found to be inferior. Single means one among others.
- This purchase is being requested with a **sole source** justification. Sole source purchases will be considered when no alternative exists for the item(s) or service(s) required and the identified source can be documented as the only source available. The determination is based on the unique qualifications or specifications of the purchase such that no other source exists. The determination is not price-based.

Requested goods and/or services

Description:

The goods and/or services:

Check all that apply

- | | |
|--|--|
| <input type="checkbox"/> Must be compatible or interchange with existing hardware/equipment (match existing/standardization) | <input type="checkbox"/> Is a spare or replacement part with no substitutions available |
| <input type="checkbox"/> Is for repair or modification of existing hardware/equipment with no substitutions available | <input type="checkbox"/> Is for evaluation or test purposes |
| <input type="checkbox"/> Is proprietary technology, copyrighted, patented, or otherwise protected and not available from other sources | <input type="checkbox"/> Is being procured for an emergency per the definition outlined in MBP Section 270 |
| <input type="checkbox"/> Is grant specified | <input type="checkbox"/> Is radio or TV broadcast rights |
| | <input type="checkbox"/> Is specialized artwork |

Estimated cost: \$ _____

Cost justification:

Based on your expertise, explain why the cost is fair and reasonable from a technical standpoint. Procurement may obtain independent quotes.



Requested supplier

Company name: _____

Contact name: _____

Phone: _____

Email address: _____

KFS vendor #: _____

if known

Is the manufacturer of the good(s) Yes No

Sells the good(s) through distributors Yes No

Supplier qualification:

Objectively explain, in detail, the above supplier's unique capability and the technical justification as to why the supplier above is the only supplier that can meet the university requirement. Identify if there are any other suppliers who provide the good/service and address what prevents them (e.g., technological superiority, performance risks, etc.) from being considered. The rationale must clearly address why the identified company has a significant advantage over any other, be clear and convincing, avoid generalities and unsupported conclusions, and cannot be based on price alone.



Requestor acknowledgement and affirmation

I acknowledge that I understand the university's requirements for soliciting competitive bids for purchases over \$25,000 and the criteria for justification for single/sole source purchases. I affirm that I have made a concerted effort to attain and review comparable/equal offerings and that I have been unsuccessful in attaining such offerings. I affirm that there is no conflict of interest involved in the selection I have made. I am the end user of the goods or services and I have sufficient technical expertise to assure the veracity of the specifications and requirements.

Signature: _____

Date: _____

Title: _____

Name: _____

Unit: _____

Org code: _____

Fiscal officer approval

I acknowledge and confirm my support of the requested Single/Sole Source Justification. I believe the statements made to be true and affirm that there is no conflict of interest involved in the selection.

Signature: _____

Date: _____

Account fiscal officer

Title: _____

Name: _____

Unit Administrator approval

I acknowledge and confirm my support of the requested Single/Sole Source Justification. I believe the statements made to be true and affirm that there is no conflict of interest involved in the selection.

Signature: _____

Date: _____

Major Administrative Unit (MAU) administrator

Title: _____

Name: _____