

Massachusetts College of Liberal Arts

Single/Sole Source Justification Form



Overview: This form provides a standard way to document single or sole source justifications for purchases that are above the MCLA procurement competitive bid limit (\$5,000) when the requestor is asking for no competitive quotes to be procured. This form may not be used for construction services. Lack of advanced planning resulting in urgency does not justify single/sole source requests. The completed form must be attached to the requisition with any supporting materials and initial supplier research.

TYPE OF PROCUREMENT (select one)

	This purchase is being requested with a single source justification. Single source purchase requests will be considered in instances where alternative products and sources exist, but only one truly meets the needs of the requesting department. The term “single” implies that there is just one adequate option among others that are found to be insufficient.
	This purchase is being requested with a sole source justification. Sole source purchase requests will be considered when no alternative exists for the goods or services required and the identified source can be documented as the <i>only</i> 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:

Cost:

The goods and/or services (check all that apply):

	Must be compatible or interchangeable with existing hardware/equipment/systems
	Is for repair, modification, or maintenance of existing hardware/equipment/systems with no substitutions available
	Is proprietary technology, copyrighted, patented, and not available from other sources
	Is unique to the specific vendor requested with no substitutions available
	Is continuation of an ongoing service or critical system already procured

REQUESTED VENDOR

Vendor Name:

Phone:

Contact Name:

Email:

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JUSTIFICATION (attach additional sheet if necessary)

Describe the steps taken to identify other sources.

How was it determined that the requested vendor is the only source that can meet the department's needs for this purchase? Describe in detail the requested vendor's unique capability or the technical justification as support. Rationale that the source is the most qualified but does not establish why other sources cannot be considered is not adequate, as this determination can only be made through a competitive process.

Describe the steps taken to ensure the vendor's rates are reasonable and aligned with the current market pricing for the specified goods or services.

REQUESTOR ACKNOWLEDGEMENT

I acknowledge the college's requirement for soliciting multiple quotes for purchases over \$5,000 and the criteria for justification for single/sole source purchases. I have made a concerted effort to review comparable/equal offerings (e.g., market research, RFIs) and affirm that there is no conflict of interest involved in the selection made. I am the end user and have sufficient technical expertise on the specifications and requirements.

Signature: _____

Date: _____

Name:

Title:

Department: