

Sole Source Justification

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TODAY'S DATE

Contact Information

Important! Princeton University requires competitive bids to be obtained for product or service transactions. Unless buying from a Purchasing contract vendor, this form is to be completed for all purchases totaling \$5,000 or more. A narrative justification must be completed to support all transactions.

FIRST NAME

MIDDLE INITIAL

LAST NAME

REQ #

DEPARTMENT

Justification Checklist

- We checked the Purchasing website and determined the item(s) could not be supplied by a vendor already under contract.
- The Purchasing Department is requested to identify potential vendors and solicit bids. Based on our experience, Purchasing may wish to consider these vendors:
- Discussions have been held with potential vendors and bids have been solicited. The vendors who have submitted bids are:
- Bids are not appropriate for this order because the vendor is considered to be the Sole Source. The recommended vendor is:
- Sole Source Justification - A Sole Source vendor is permitted when there is only one vendor capable of providing a product or service; Explanations A through F identify the type of selection of a Sole Source
- A. Proprietary - Item under patent, copyright, or proprietary design, direct from the manufacturer
- B. Replacement Parts - The procurement is for replacement parts or components in support of equipment specifically designed by the manufacturer, and available only through this source
- C. Technical Services - The procurement is for technical service in connection with the assembly, installation, or servicing of equipment of a highly technical or specialized nature
- D. Continuation - Continuation of prior work. Additional work, items, or service required, but not known to be needed when the original order was placed to complete an existing project
- E. Emergency - Only the following are considered emergencies:
- 1.) Immediate compliance with Building Codes and Permits
 - 2.) Occupational Health & Safety situation requiring immediate action
 - 3) Replacement Parts on equipment necessary for continuing research, construction, or operations
- F. The Product is available directly from the manufacturer.
- G. License/Software renewal

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- Single/Selected Justification - A Single/Selected Source transaction is one where there are multiple sources of supply; however for specific, objective reasons there is a strong preference for the recommended vendor. The reasons this vendor is recommended are:
- A. Specially trained personnel.
 - B. Has demonstrated specialized experience and has a proven record of performance.
 - C. Has unique or vital facilities and test equipment.
 - D. Has unique knowledge of matching or mating items.
 - E. Responsibility for integrated system performance will be voided if other vendors are introduced.
 - F. Quality of equipment from other known vendor sources has been demonstrated to be inferior or unacceptable.

The recommended vendor is:

Required for all transactions: provide additional, detailed information to support your choice of vendor and overall assessment:

If applicable, has surplus equipment been considered as an alternative to this purchase? (This question is required by our cognizant audit agency.)

- Yes No

Does the vendor provide any of the following discounts?

- Educational State Contracts Volume Pricing GSA Price Other:

Signature

NAME (PRINT NAME)	DATE	SIGNATURE ▶
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▶ **Attach the completed form and supporting documentation to your requisition in Prime Financials.**
 Questions? Contact (609) 258-6969.

Purchasing Internal Use Only

APPROVED? <input type="checkbox"/> Yes <input type="checkbox"/> No	PO#	DATE	SIGNATURE ▶
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