

## INSTRUCTIONS

As part of the requirement for maintaining and maximizing our competitive sourcing requirement, departments must provide ample justification for exemption from the competitive sourcing process where that process is normally required. **The Request for Sole/Single Source Justification Form should be used only for purchases using single or sole source from suppliers for goods and services that are \$10,000.00 and greater and are not preferred vendors<sup>1</sup> or a consortium partner vetted vendor<sup>2</sup>.** Requests for exemptions should only occur in selected circumstances as noted in Part B below.

**All sections of the form must be completed in its entirety.** Read instructions carefully and answer all questions completely with great detail and supporting documentation. If additional space is required, note in respective section to refer to an additional page. Sole Source requests must be signed by the department head prior to submitting to the Assistant Controller of Finance Operations, [hillcl@cua.edu](mailto:hillcl@cua.edu). Approved forms must be attached to Contract Request and/or purchase requisitions, as applicable

Justifications should be supported by factual statements that may be subject to audit by externally regulated authorities. Incomplete information will require additional review by Procurement Services and will result in a less expedient resolution to your request.

Keep in mind the following guidelines in requesting justification of the Sole Source document:

- Products or services can be obtained from only one person or firm (Competition is precluded because of the existence of patents, copyrights, confidential processes, proprietary information, or other such condition).
- The product or service must match or be compatible with current equipment or services.
- The product needed is specifically required for use in as explicitly stated in conjunction with a grant or contract.
- The service needed is controlled/mandated by the local utility or government.
- Artistic services.
- An unplanned unusual or compelling urgency exists.
- When competitive bids are solicited and no responsive bid is received (inadequate competition)

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<sup>1</sup> Preferred vendors are those suppliers with whom the procurement department has established agreements that optimizes the purchase power of the University and reduces the overall costs of goods and services through a University-wide contract. These arrangements provide the best overall value for the University. Departments utilizing contracts from preferred vendors are exempt from the competitive bidding process as long as the contract is still in effect.

<sup>2</sup> Consortium partners provide vendors that have already gone through the RFP process with contracts and can be used a support for the competitive bidding process. Departments utilizing the RFP resources from the consortium partners are exempt from the competitive bidding process.

## Justification for Single/Sole Source (Purchase and/or Contract)

### PART A – BASIC INFORMATION

Date		Contract Request Name/Requisition #	
Requestor Name		Email address	
Department Name		Org #	
Vendor Name		Amount	
Vendor Phone		Vendor Email	
Source of Funding	(check one)    Federal    Non-Federal		

Please provide a full description of the product(s) or service(s) that you want to purchase from the vendor named above.

Answer the following questions or by checking one of the boxes for yes or no. Enter “NA” if the question is “Not Applicable”.

1. What is the name (and identification number) of the grant?
2. What governmental agency awarded the grant?
3. Have you purchased the product(s) or service(s) within the last three (3) years?     **YES**     **NO**
4. Do you anticipate purchasing this or similar product(s) or service (s) within the next (3) years?     **YES**     **NO**
5. Is a non-Catholic University of America entity mandating this sole source purchase of product(s) or service(s)? IF “YES” what is the name of the entity?     **YES**     **NO**

## Justification for Single/Sole Source (Purchase and/or Contract)

### PART B – SOLE SOURCE JUSTIFICATION

Select the reason(s), by checking the box(s), why this purchase should be sole sourced and provide additional explanation as required. Please label any ATTACHMENTS with the provided ATTACHMENT #, in the upper right hand corner of each page attached:

- The product or service can only be obtained from single source because the source is the sole distributor or manufacturer.

*Describe the unique characteristics of the product(s) or service(s).*

- The product or service can only be obtained from single source because of the existence of patents, copyrights, confidential processes, proprietary information, or other such condition.

*Please provide the license, patent, or proprietary identification number and vendor's website of the independent licensing authority having jurisdiction.*

- The product or service must match or be compatible with current equipment, services, inventory, systems, or warranty or upgrade to existing software.

*Include information on the specific existing equipment, inventory, system, program, service, and software with which this new purchase is associated.*

- The product or service needed is specifically required for the Federal grant or contract and/or the Federal awarding agency or pass-through expressly authorizes noncompetitive proposals.

*Attach a copy of the University request and awarding agency approval.*

**ATTACHEMENT #1**    **NOT ATTACHED**

- The service needed is controlled/mandated by the local or government authority.

*Name of the local or government authority*

- Supplier is the only one who can meet the required timeline

*Attach documentation from at least two (2) other vendors stating they cannot meet the timeline.*

**ATTACHMENT #2**    **NOT ATTACHED**

## Justification for Single/Sole Source (Purchase and/or Contract)

- Public emergency for the requirement will not permit a delay resulting from competitive solicitation.

*Explain public emergency situation.*

- The sole source is the only provider of product(s) or service(s) that meet the unique needs of the department or perform the intended function.

*Please explain strategic benefit of this purchase to the Catholic University of America*

*What is the risk of not making this purchase to the Catholic University?*

*Is there an anticipated return on investment?*

YES  NO

*If yes, please describe the process and timeline for facilitating the revenue stream or cost-saving through this sole source purchase?*

### PART C - PRICE REASONABLENESS

Select the reason(s), by checking the box(s), you determined that the proposed price was fair and reasonable and provide additional explanation as required. Please label any ATTACHMENTS with the provided ATTACHMENT #, in the upper right hand corner of each page attached:

- The price was obtained from a catalog or standard price list sold to general public.

*Provide catalog or standard price list*

ATTACHMENT #4  NOT ATTACHED

- The quoted prices is equivalent to or lower than similar product(s) or service(s) that were previously competitively purchased within the last 12 months.

*Please provide information on previous purchases including PO#'s.*

*Provide copies of applicable competitive bids and invoices*

ATTACHMENT #5  NOT ATTACHED

## Justification for Single/Sole Source (Purchase and/or Contract)

The quoted price(s) incorporates discounts not available to the general public and reflect substantial savings.

<i>Attach contract or list prices(s) to include discount from the supplier</i>	<input type="checkbox"/> ATTACHMENT #6 <input type="checkbox"/> NOT ATTACHED
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### PART D – CONFLICT OF INTEREST

<b>Staff and faculty (“employee”) are expected to avoid even the appearance of impropriety in the performance of their duties on behalf of the University (see policy <a href="#">here</a>). As the Requestor of the potential purchase, I declare the need for this supplier and attest that: (choose one below):</b>			
(Check box)	<b>I <u>do not</u></b> (nor does a member of my immediate family or partner):	(Check box)	<b>I <u>do</u></b> (or a member of my immediate family or partner does):
Place Initials	<ul style="list-style-type: none"> <li>Have a family relationship or business affiliation with the proposed supplier: or</li> <li>Have a financial or other interest, or a tangible personal benefit from, the proposed procurement transaction.</li> </ul>	Place Initials	<ul style="list-style-type: none"> <li>Have a family relationship or business affiliation with the proposed supplier: or</li> <li>Have a financial or other interest, or a tangible personal benefit from, the proposed procurement transaction.</li> </ul>

### PART E - CERTIFICATION

By signing below, I certify to the best of my knowledge that the information submitted is accurate and complete and I have investigated and found that the above reasons justify waiver for competitive bidding and provide the reasonableness of the price. I understand that Procurement is responsible for the final approval to waive competitive bidding requirements. I certify that this purchase does not present a conflict of interest as defined by University policy and that I have received no gifts or gratuities from this vendor.

Requesting Dept. Signature	Date	
PRINTED Dept. Name		
Dean/VP Signature	Date	
PRINTED Dean/VP Name		
P&PS Approval Signature	Date	
PRINTED P&PS Name		