

# MONTCLAIR STATE UNIVERSITY

## Sole Source Form

\_\_\_\_\_ "True" Sole Source – Check this box if this applies, see below for additional information:

A sole source is when the supplier is the only available source of the goods or services such as the following:

- 1) The product or service is truly unique and only one known source exists; or
- 2) No other similar or comparable product or service is available from more than one potential supplier.

\_\_\_\_\_ "Single" Sole Source – Check this box if this applies, see below for additional information:

There can be rare occasions where price competition is not feasible such as the following:

- 1) A purchase must be made from a particular supplier in order to standardize equipment;
- 2) Renewal of a software or SaaS license that is not suitable for rebid because there has been substantial physical and financial investment integrating it with other University systems that would require undoing and replacement involving significant physical and financial reinvestment; or
- 3) When a grant or gift agreement requires specific materials or services to be used, or a subaward to a particular supplier.

Please note that brand preference or timing of availability cannot be used to justify a sole source purchase and bypass competition. If the justification submitted is not sufficient, the request will be returned to the requesting department for additional information or competition will be required.

Supplier Name: \_\_\_\_\_

Item or Service: \_\_\_\_\_

Price (attach copy of supplier's quotation): \_\_\_\_\_

Please describe the rationale and reasons why this request is a sole source and competition is not feasible. This may include providing documentation from the supplier as well as outlining items such as the below:

- a) The unique performance features of the product or qualifications for services that are not available from others (including if the product is patented or copyrighted), why they are required, and how your department would be unable to deliver a program or perform a function without this good(s) or service(s).
- b) Identifying other suppliers with similar capabilities that were considered and why they were rejected based upon qualifications, performance and technical abilities (provide support if applicable).
- c) Any other support outlining why the request meets the University's criteria for not obtaining competition such as justification for equipment standardization, information regarding the physical, technical and financial investment in the integration of software to justify renewal of the license, or the grant or private gift agreement that requires the use of the particular supplier, materials, or equipment.

**Provide a detailed justification for sole source that addresses all of the above items and any other relevant information (*Please attach all additional documentation for this justification with the requisition in Workday*):**

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**Certification:**

I am aware of the University requirements for competitive bidding and the established criteria for justification for sole source purchasing. I have gathered the required technical information and have made a concerted effort to review comparable equipment and/or sources for this purchase. I certify the information provided in support of this justification is true, accurate, and made in good faith to meet the University's procurement procedures.

Requestor: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_