

Sole/Single Source Justification

Single/Sole Source Justification Waiver for Competitive Bidding.

Grand Valley State University purchasing policy requires that material, equipment, supplies, and services be purchased via competitive sourcing. However, Procurement Services can choose to waive the competitive sourcing process and approve single/sole source purchase if the requestor can adequately justify the need for single/sole source.

Please note: Inadequate justification and/or documentation may result in your request being delayed. Submitting this document does not guarantee single/sole source approval.

PART I: Rationale for Requesting Waiver of Competitive Sourcing

1. Please select the applicable rationale that explains your reason for the requested waiver of competitive sourcing.
 - a. **Sole Source** - A sole source justification exists if the goods or services required to satisfy the University's needs are only available from one supplier.
 - b. **Single Source** - A single source justification exists when there are multiple suppliers that provide the goods/services but one supplier in particular is being used without competitively sourcing
 - c. **Emergency** - An emergency justification may exist if the goods or services are required to: correct or prevent an emergency health, environmental, or safety hazard; provide for the completion of special or time sensitive events; or enable the emergency repair or emergency replacement of existing equipment essential for daily operations.
 - i. If you selected Emergency, please provide additional details about the emergency situation: _____

2. How long ago did you know you would need this purchase? _____
3. What other specific suppliers and specific products did you research?
 - a. Why were they not suitable?
 - b. Provide information that would establish the reasonableness of the selected supplier's price. _____

4. Please provide additional details regarding the justification for this request. Please include answers to as many of the following questions in your response as possible:
- a. What are the unique features or characteristics of the supplier and/or product?
 - b. What are the reasons, other than cost, this supplier and/or product was selected over other suppliers/products?
 - c. What would be the effects if the designated supplier were not used?

PART II: Conflict of Interest

In selecting the supplier, the undersigned certifies that, to the best of his/her knowledge, neither the principals, directors, owners, employees, nor business associates (including respective family members) of the supplier selected are employees of Grand Valley State University.

Please enter your name below as a signature to acknowledge the above information.
